

Selection Process and Syllabus for post of Assistant Registrar

The selection process will consist of Screening Test (2 levels) followed by Personal interview of candidates who are shortlisted after the screening test.

Level I and Level II exam schedule for the post of Assistant Registrar:

Advt.No. and Post	Screening Test		Venue	Personal interview of candidates shortlisted in the screening test
	Level I Computer Based Test 60 Marks - MCQ	Level II Computer Based Test 40 Marks - Descriptive		
IITPKD/R/NF/01/2024 dt 01 JANUARY 2024 Assistant Registrar	08.09.2024 (Sunday) 10.00 to 11.00 A.M.	08.09.2024 (Sunday) 11.15 – 12.45 P.M.	Samgatha Building Nila Campus IIT Palakkad Kanjikode Palakkad 678 623	10.09.2024 09.00 A.M.

NOTE: Only candidates shortlisted following the screening tests shall be called for the Personal Interview to be conducted on 10.09.2024

The syllabus for Screening Test is as detailed below:

Level I - Multiple Choice Questions (60 Marks) / Level II - Descriptive (40 marks)

1. Service Matters: FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, NPS
2. Financial Matters: General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, procedures for budgeting, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc.
3. Public Procurement: Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.
4. English Language and Grammar
5. General Awareness/Current Affairs: Constitution of India, National and International events, Technical Education in India, NEP and NIRF etc.
6. Computer Proficiency

Sd/-
REGISTRAR