

Dr B R Ambedkar National Institute of Technology, Jalandhar

Syllabus for Written Test for the Post of Assistant Registrar

Time: 02 Hours

(Max. Marks: 100)

S.No	Name of the Topic	Contents
1.	General Knowledge and Current Affairs (10 Marks)	History, Geography and economy of India Economy of India, Constitution of India; Current National and International events. Computer Knowledge & PFMS.
2.	Verbal, non-verbal, Numerical & Analytical Ability (25 Marks)	a) English grammer, Comprehension, Sentence correction, b) Questions on analogies, verbal and figure classification, Numbers and Percentage; Ratios and Proportions; Time and Work. c) Data Interpretation and basic statistics; Mental Ability and Numerical reasoning.
3.	CCS Rules (15 Marks)	Central government servant rules; Rules for misconduct, Permissible and not permissible activities; prohibition of sexual harassment of working women, Office procedure; Deputation rules; Lien rules; Leave rules, LTC rules, Medical Attendance Rules; RTI Act; Vigilance authorities, Reservation in appointments, Fundamental rules and Supplementary functions.
4.	NIT Act & Statutes (10 Marks)	NIT Acts and Statutes, NITSER Act, Role and functions of BOG, Finance Committee, Building and Works Committee and Senate; NIT Council; Powers and Functions of Director, Registrar, Deans, HOD's, Code of conduct for employees, Resignation & Retirement of Institue employees; Recruitment Rules for Faculty and Non-faculty.
5.	Academics (10 Marks)	Admission and Registration procedures; Senate and its powers, Board of Studies (BOS), Unfair Means Cases (UMC), Grade Point System, Curriculum Structure for UG & PG, Scholarships.
6.	Accounting and Financing (15 Marks)	Role of drawing and disbursing officer (DDO); Income and service tax rules; TA/DA rules, Rules of advances, GFR-2017; Audit Procedures; Role and function of CAG; Balance sheet and trial balance; ledgers and Postings; Bank reconciliation statement, receipt & payments, Budget and Estimation, GPF and Pension rules; Knowledge of Tally software and GST rules.
7.	Store & Purchase (15 Marks)	Procurement of goods and services, GFR-2017, GeM rules and procedures, Modes of procurement and tendering, Inventory Management, General procedure and rules of all purchases, Annual Maintenance Contract, Rate contract, E-procurement, physical verification of goods, write off and disposal of goods, Modes of tenders, Maintenance of various types of registers, Procedure for auction, Basic inventory management, Inspection of goods, Issue of Custom and Excise Duty Exemption Certificate, Issue of GST Concession Certificate.