

SYLLABUS FOR THE POST OF ASSISTANT REGISTRAR

1. ADMINISTRATION

FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, IIT Act and Statutes, Reservation in Service Rules etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules

2. FINANCE AND ACCOUNTS

GFR, Accountancy, Income Tax Rules, Receipt & Payment, Budget, NPS Rules, GST Rules, Commercial Accounting, Audit Procedures Role and Functions of CAG etc., Accounting of Grant-In-Aid, Financial Statements for Central Autonomous Bodies and Higher Educational Institutions.

3. PUBLIC PROCUREMENT

Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering and Procuring etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

4. GENERAL KNOWLEDGE, REASONING, ENGLISH

Current Affairs, English Grammar, Vocabulary, Letter and Notice Writing, Comprehension, Verbal and Non Verbal Reasoning, Analogies, Similarities, Differences, Discrimination Observation, Relationship, Verbal and Figure Classification etc.

5. ACADEMICS

Admission and Registration procedure in IITs, grade point system, CGPA/GPA, Scholarships, Credit system etc.

Sd/xx
Recruitment Cell
IIT Jammu