



Syllabus of Written Examination for the position of Assistant Registrar

(This syllabus is intended to serve as a general guideline for preparation. It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject		Maximum Marks	Time
Part A	English Language: - Comprehension - Vocabulary: Synonyms/ Antonyms, Idioms & Phrases - Grammar: Tenses, Prepositions, Articles, Voices, Error Correction - Written skills: Essay/Report Drafting, Precis, Letter/ Memo Writing - Sentence Improvement, Para Jumbles, Cloze Test	50	120 Minutes
	Mathematics & Numerical Ability: - Arithmetic - up to 10th Standard - Numerical Computation - Numerical Reasoning - Data Reasoning and Data Interpretation, etc.		
	Reasoning & Logical Ability: - Verbal reasoning: analogies, classification, syllogisms, coding-decoding - Non-verbal/ spatial reasoning: series, patterns, figures - Analytical ability, decision making, data interpretation - Problem-solving, logical deduction		
	General Awareness and Current Affairs: - Current Affairs: National & International - History of India: Ancient, Medieval, Modern, Post Independence History - Indian Polity & Governance: Constitution; public administration; administrative structures - Indian economy: macro & micro budgeting public finance - Social issues: inclusion, poverty, demographics, gender, policies - Geography (India & world): physical, socio-economic, resource distribution - Environment, ecology, climate change, sustainable development - General science & technology: basics and applications in governance - Ethics, integrity & aptitude in public service.		
	Computer Knowledge & Information Technology: - Basics of Computers - Components of a computer: hardware & software - Input/output devices, memory types (RAM, ROM), storage devices - Operating Systems & Office Applications - Windows/Linux basics, file management - MS Word, Excel, Copilot, PowerPoint- formatting, formulas, shortcuts - Email & internet usage, scheduling meetings, digital signatures - Networking & Digital Concepts - Internet, intranet, URL, WWW, browsers, Search engines - E-governance, Digital India, Aadhaar, UMANG,		

	DigiLocker, e-office • Cybersecurity Basics • Cyber laws & IT Act (overview) • Common Government Digital Platforms • PFMS, GeM (Government e-Marketplace), e-tenders • MIS dashboards, Digital File Movement Systems		
Part B	Domain knowledge	50	
Total marks of the Written Examination		100	120 Minutes

Syllabus for Domain Knowledge for the position of Assistant Registrar

Sl. No.	Topic
1.	Office & Administrative Management • Public Administration. • Office Systems, Organisational, Structure, Delegation & Accountability. • File Management: Note-Making, Drafting, Record and Register Maintenance. • Correspondence: Official Letters, Memos, Notices, Circulars, E-Mails. • Office Procedures: File Movement/ Tracking, Archiving, Disposal of Files. • Time and Office Productivity Management, Workflow, MIS Use, ERP.
2.	Establishment/ HR & Service Matters • Recruitment, Reservation, Appointment, Probation, Pay Fixation. • FR, SR, Leave Rules, Medical, Attendance, Service Books, Promotion, Increments. • Retirement, Pension, Gratuity. • Confidential Reports, Performance Evaluation, Disciplinary Actions. • Transfer, Deputation, Cessation, Termination of Service.
3.	Financial & Procurement Management • Budgeting, Fund Allocation, Expenditure Control in Govt/ Autonomous Bodies. • PFMS, Income Tax and GST. • General Financial Rules (GFR). • Purchase & Procurement: GeM, Quotation Tendering, Purchase Orders, Comparative Statements. • Audit Basic, Stock Verification, Contingent Expenditure, Advances and Settlements. • Financial Powers, Delegation, Constitutional and Statutory Controls.
4.	Laws, Rules & Policies • CCS and DoPT Rules. • Government Conduct Rules. • RTI, Official Secrecy, Public Records Act. • Service Rules, Establishment Rules in State/ Central Context. • E-Governance Initiatives, Digital India, Policy Implementation.
5.	Communication & Soft Skills • Effective communication: written (reports/ letters) & oral (presentations/ meetings). • Drafting of Agendas, Minutes, Notes for Meeting. • Interpersonal Skills, Leadership in Administration. • Ethics in Public Administration; Stakeholder Management.
6.	Organization Knowledge • National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Technical Institutes under the MoE. • Knowledge of IITs and their Act and Statutes. • Key Schemes, Policies and Programmes Relevant to the Organization. • Legal/ Regulatory Environment specific to the Department. • Performance, Indicators, Organizational, Priorities, Audit/ Compliance, Frameworks. • Academic, Patents, Research Project Management, Student activities, International Relations, Alumni Relations, Legal Matters, etc.

Note: -

1. The written examination is for qualifying only.
2. Only those applicants who score the minimum cut-off marks in the examination, as may be directed by IIT Indore at its discretion, will be called for the further stage of selection.