



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI  
भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

Ref: Adv. No.: IITTP/Staff RMT-01/2020 dated 30.12.2020

**SYLLABUS FOR SCREENING (WRITTEN) TEST – ASSISTANT REGISTRAR AND DEPUTY REGISTRAR**

**ACADEMICS:**

1. IIT Act, Statutes, Ordinances & Regulations
2. Admission (JEE, GATE, JAM) And Registration Procedure in IITs
3. Grade Point System, CGPA/GPA
4. Academic Credit System Etc.
5. Scholarships, Reservations and Seat-Matrix

**ADMINISTRATION:**

1. FR & SR. All CCS Rules.
2. Pay/DA/HRA.
3. CCS Conduct Rules.
4. CCS (CCA) Rules.
5. Joining time Rules.
6. Leave Rules.
7. Leave Travel Concession.
8. Medical Attendance Rules.
9. Loans and Advances.
10. Recruitment, Reservations and concessions in appointments.
11. Quitting Service other than superannuation.
12. Resignation, removal and dismissal.
13. Travelling Allowance.
14. Deputation and Foreign Service.
15. Manual of Office Procedure.

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**Purchase & Stores:**

1. General Financial Rules.
2. Public Procurement for Goods, Services and Works.
3. Government e-Marketplace.
4. Central Public Procurement Portal.
5. Contract Management.
6. Inventory Management and Control.
7. Procurement Manuals.
8. Import of Goods.
9. Preference to Make in India guidelines.

**Finance & Accounts:**

General Financial Rules, Financial Accountancy, Cost Accountancy, Management Accountancy, Auditing covering conceptual and practical aspects.

Financial Statements for Central Autonomous Bodies and Higher Educational Institutions.

Budget formulation and implementation. Accounting of Grant-in-Aid.

**Note:** The Test will contain 100 questions to be answered in 2 hours time.

- A. 75 Objective-type with choice of answers A, B, C, D.
- B. 25 Questions to be answered by filling in the blanks.

