

Non-Teaching Staff Recruitment
(Advertisement No. IITT/STAFFREC/02/2023 dated 23rd August 2023)

Selection for the post of Deputy Registrar

Selection for the post of Deputy Registrar is based on the interview by the Selection Committee. However, for screening the candidates to a reasonable number for the Interview, a written examination will be conducted. The written examination is only for screening and no marks shall be taken into account for the final selection or ranking of individual candidate.

Scheme of written examination: It shall consist of two parts:

Part A: All questions will be objective type comprising 60 Marks with negative marking.

Part B: Descriptive questions (40 marks) based on the domain area of administration.

SYLLABUS FOR SCREENING TEST – DEPUTY REGISTRAR

ACADEMIC ADMINISTRATION:

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 & ESTABLISHMENT:

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.

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.
