

Syllabus for the Recruitment of Assistant Registrar (3 Positions):

Category	Syllabus	Number of questions
A	General Aptitude/Awareness	5
B	General Mathematics	5
C	General English	5
D	Computer Skill	5
E	<p>Domain Knowledge:</p> <p>I. Fundamental Rules (FRs) and Supplementary Rules (SRs) Definitions; General conditions of Service; Pay and addition to pay; Confirmation of appointment; Dismissal, removal and suspension; Foreign Service; Deputation, Lien; Leave; TA Rules; LTC Rules; Medical Attendance Rule & CGHS; CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965;</p> <p>II. General Financial Rules (GFRs)- 2017, DPPR-1978; General System of Financial Management; Roles of DDOs; Income Tax, Procurement of Goods & Service; Contract Management Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc.</p> <p>III. Office Procedure; Record Management; Public Administration</p> <p>IV. RTI Act 2005; New Pension Scheme</p> <p>V. Academic Administration with special reference to IISERs NITSER Act, 2012; IISER Statute; Role and Function of Board, Finance Committee, Building and Works Committee, Senate and NITSER Council.</p> <p>VI. CGPA/ SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics</p>	30