



Syllabus of Written Examination for the position of Deputy 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: <ul style="list-style-type: none"> Comprehension Vocabulary: Synonyms/ Antonyms, Idioms & Phrases Grammar: Tenses, Prepositions, Articles, Voices, Error Correction Writing skills: Essay/Report Drafting, Précis, Letter/ Memo Writing Sentence Improvement, Para Jumbles, Cloze Test 	20	120 Minutes
	Mathematics & Numerical Ability: <ul style="list-style-type: none"> Arithmetic - up to 10th Standard Numerical Computation Numerical Reasoning Data Reasoning and Data Interpretation, etc. 		
	Reasoning & Logical Ability: <ul style="list-style-type: none"> Verbal reasoning: analogies, classifications, 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: <ul style="list-style-type: none"> 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 		
Part B	Domain Knowledge	50	
Part C	Essay Writing, Letters, Noting & Drafting, Case Study Analysis, Reports, Minutes, Data Analytics etc.	30	
Total marks of the Written Examination		100	120 Minutes

Syllabus for Domain knowledge for the position of Deputy Registrar

Sl. No.	Topic
1.	Office & Administrative Management <ul style="list-style-type: none"> Public Administration. Office Systems, Organisational Structure, Delegation & Accountability. File Management: Note-Making, Drafting, Record and Register Maintenance.

	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Grant-in-Aid, Budgeting, Fund Allocation, Expenditure Control in Govt/Autonomous Bodies. PFMS, Income Tax and GST. General Financial Rules (GFR). Purchase & Procurement: GeM, Quotation, CPPP, Tendering, Manuals, Inventory, Import. Audit, Stock Verification, Contingent Expenditure, Advances and Settlements. Financial Powers, Delegation, Constitutional and Statutory Controls.
4.	Laws, Rules & Policies <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Effective communication: Written (Reports/ Letters) & Oral (Presentations/ Meetings). Drafting of Agendas, Minutes, Notes for Meetings. Interpersonal Skills, Leadership in Administration. Ethics in Public Administration; Stakeholder Management.
6.	Organisation Knowledge <ul style="list-style-type: none"> National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education. 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 decided by IIT Indore at its discretion, will be called for the further stage of selection.