

## **Syllabus for the Recruitment of Assistant Registrar**

- a) General Knowledge & Awareness and Current Affairs: Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, General Science, Science & Scientific Research, National/International Organizations /Institutions, current events, environment, awards and prizes, constitution of India etc.
- b) Quantitative Aptitude: Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- c) Reasoning Ability: Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- d) General English: Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
- e) Computer Fundamentals: Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Internet, E-mail, Antivirus and various online tools used in day to-day office work.
- f) Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, procedures for Procurement of Goods and Services, GFR-2017, GST Rules, GeM Rules and Procedure, Tendering and Procuring, CAG audit & Internal Audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Rules and regulations and procedures of Academics in SVNIT Surat, Governance and academic administration of NITs.
- g) Central Government Service Rules viz. CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Permissible and Not Permissible Activities, Office Procedure, NIT Act and statutes, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion.