



**NOTICE**

**Sub: Criteria for shortlisting of candidates for Interview and selection process  
alongwith Syllabus for the post of Assistant Registrar against  
[Advt No. Estt. /2022/Gr\_A2 /3114 dated 15.02.2023]**

1. The Institute has issued advertised for recruitment of 3 vacant non teaching posts of Assistant Registrar (02 UR, 01 SC vide Advt No. Estt. /2022/Gr\_A2 /3114 dated 15.02.2023.
2. The reserved category candidates will be considered without any relaxation for the unreserved post, and will be evaluated at par with unreserved category candidates. If reserved candidate is selected against the unreserved post, they will be treated as UR candidate only.
3. The reserved vacancies will be filled up amongst the eligible candidates of the respective category candidates only.
4. The selection process shall be consisting of two stages i.e. (i) written test & (ii) interview
5. Written examination shall be conducted at SVNIT, Surat on the specified date(s). No request for relaxation for submission of documents/ change of venue/ date of examination/ interview shall be considered under any circumstances. The schedule of written examination and interview shall be intimated in due course of time.

Written Examination (Multiple Choice based Examination)	Time	Maximum Marks
Question papers will be in the English language only. All questions will be Objective type. For every wrong answer, there will be negative marking @ 1/4 <sup>th</sup> marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.	120 Minutes	200 Marks (100 questions)

6. The syllabus for Written Test is enclosed as Appendix 'A'.
7. The written test shall be only of qualifying in nature. The minimum qualifying marks in written test shall be 40% for candidates applied against the UR post and 36% for candidates applied against the concerned reserved post & PwD. After the written test, the document verification will be done for the shortlisted candidates. Only those candidates shortlisted in written test and who fulfill all the eligibility conditions of the post shall be called for the interview.
8. The ratio of 1:6 (6 candidates against one vacancy) shall be provisionally maintained for shortlisting the candidate for appearing in the interview. This number may decrease if the total number of candidates appeared in the written test are less than 6 in respective category. Also, the number of candidates may increase if there is a tie in the marks secured by the candidates in the written examination. The institute may anytime increase or decrease the ratio for shortlisting the candidate for appearing in interview.
9. The final selection will be based on performance in the personal Interview only
10. The final result for written examination will be displayed on the institute website and notice board by the Institute as per the schedule.
11. The examination Venue and Schedule will be intimated in due course.
12. The decision of the Institute regarding conduct of examination, interview, verification of documents and selection would be final and binding on all applicants. No representation / correspondence will be entertained in this regard.

-sd/-  
REGISTRAR

## APPENDIX: 'A'

### Syllabus for the Recruitment of Assistant Registrar

**(a) General Awareness:** Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organizations / Institutions, current events, environment etc.

**(b) Mathematics:** 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:** 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) Test of English and Computer Awareness:** 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 and Operating System, MS Office, MS Word, MS Excel, MS Power Point, Tally, Internet, E-mail, Antivirus and various online tools used in day to-day office work.

**(e) Central Government Service Rules:** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Annual Statement of Accounts, Endowment funds, Interest bearing and interest free Advances, Bank reconciliation Statement, Budgets and Estimation, Procedures for GFR-2017, NIT Act and Statutes, CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion, Labor laws (including maternity benefits, contractual labor, outsourcing, ESI/EPF, Gratuity etc), Sexual Harassment of women at workplace.