



No. Estt./DR/

Date: 24.03.2025

**NOTICE**

**Sub: Criteria for shortlisting of candidates for Interview and selection process  
alongwith Syllabus for the post of Deputy Registrar against  
[Advt No. Estt. /2024/Gr\_A (DR)/1816 dated October 9, 2024]**

1. The Institute has issued advertised for recruitment of 3 vacant non teaching posts of Deputy Registrar (02 UR, 01 OBC vide Advt No. Estt. /2024/Gr\_A (DR)/1816 dated October 9, 2024.
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. 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)

5. The syllabus for Written Test is enclosed as Appendix 'A'.
6. The written test shall be only of qualifying in nature. The minimum qualifying marks in written test shall be 50% for candidates applied against the UR post and 45% for candidates applied against the OBC-NCL post & 40% for candidates belonging to 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.
7. 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.
8. The final selection will be based on performance in the personal Interview only
9. The final result for written examination will be displayed on the institute website and notice board by the Institute as per the schedule.
10. The examination Venue and Schedule will be intimated in due course.
11. 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**

### **Indicative Syllabus for Written Test for recruitment to the post of Deputy Registrar**

<b>Sr. No.</b>	<b>Topic</b>	<b>Contents</b>
1.	Board Administrative Structure of NIT System.	a) Special reference to NIT Act -2007/NITSER Act-2012; Statute; Role and Function of Board, Finance Committee, Buildings and Works Committee, Senate and NITSER Council. b) Roles and Responsibilities of Chairman BOG, Director, Deputy Director, Registrar, Deans etc.
2.	Academic Administration	a) International Ranking, its frameworks etc. b) Broad idea about Admission, Registration, Credit System and Academic Programmes offered by Institute. c) Examination System. d) Ordinances for UG and PG Studies. e) Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students.
3.	Leave/Vacation:	a) CCS (Leave) Rules. b) Type of leave and terms & conditions of its grant. c) Accumulation of Leave. d) Procedure for grant of leave.
4.	Disciplinary Procedures	a) CCS (Conduct) Rules b) CCS (CCA) Rules c) Procedure for disciplinary actions. d) Essential steps for handling disciplinary cases. e) CVC Guidelines
5.	Public Procurement	a) Purchasing Principles GFR-2017. a) Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal. Contract Management, Inventory Management, Bill of Materials. b) Preparation of Budget. c) Legal aspects of Purchasing. d) Procurement of Goods, Services and Works. e) Payment procedure etc. PFMS. f) CVC Guidelines of Procurement g) Functions of CAG Audit in Procurement
6.		a) Pension Rules and Retirement Benefits, Gratuity Act, GPF, CPF, NPS. b) Fundamental Rules and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, CCS (Revised Pay Rules 2016), CCS (Pension Rules), Rules regarding allowances to Central Government employees, Rules of Deputation & Lien, Reservation in appointment, Recruitment Rules in NITs for faculty and non-faculty members. c) Preparation of Budget and its Allocation, Financial Accounting; Introduction, Accounting Concepts, Preparation and Presentation of Financial Statements

	<p>d) RTI Act, Audit of Autonomous Bodies by C&amp;AG, Higher &amp; Technical Education of India, Various Policies of the etc.</p> <p>e) Office automation and E-Governance</p>
11.	<b>GENERAL KNOWLEDGE &amp; APTITUDE, REASONING, LANGUAGE, ETC.</b>
a)	<b>Aptitude</b> - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance.
b)	<b>Reasoning</b> - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
c)	<b>General English</b> - Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
d)	<b>Data Interpretation:</b> Pie Chart, Bar Chart, Line Chart, Table Chart etc.
e)	<b>General Knowledge</b> - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards and Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs
f)	<b>Computer Fundamentals</b> - Operating System, MS Office, Internet based operations and Database management,