

# INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600036.

Advertisement No. IITM/R/1/2024 dated 10.02.2024

## Syllabus & Scheme of Examination

Post: Assistant Registrar

### Syllabus

#### **LEVEL-1 Computer Based MCQ Test (100 Marks)**

##### **PART – A (30 Marks)**

- General Awareness, Quantitative Aptitude, Numerical Ability, Data Interpretation and Logical Reasoning, Current Affairs, Constitution of India.

##### **PART – B (70 Marks)**

- FR & SR covering Service matters, pay Fixation, TA Rules, LTC Rules, CCS (Leave) Rules, MACP, Foreign Service, Deputation, Lien, etc., CCS (Pension) Rules, CCS (CCA) Rules, CCS (Conduct) Rules, Provisions of Central Government Accounts (Receipts and Payments) Rules. Provisions of Delegation of Financial Powers Rules (DFPR), NEP 2020
- Recruitment & Reservation Rules
- GPF / NPS Rules & Regulations, Public Financial Management System (PFMS)
- Income Tax ACT 1961 along with the Finance Act
- Budget and Accounting in Autonomous Bodies
- General Financial Rules 2017
- Academic Administration, Ordinances for all academic / research programs
- IIT Act & Statutes, Conduct of Board of Governors Meetings, Finance Committee, Senate Meetings, BWC and other BSCs
- RTI Act 2005
- Sexual Harassment of Women at Workplace Act 2013

#### **LEVEL – 2 Descriptive Test (60 Marks)**

- Syllabus mentioned under Part – B above
- Noting and Drafting

#### **Level -3 Personal Interview (40 Marks)**

- Syllabus as mentioned for Descriptive Test
- The Interview/personality test shall be conducted in such a manner that the candidate's suitability for the post is tested, among other things, through academic qualifications, experience, general awareness/knowledge, communication and problem-solving skills, and overall personality, etc.

**Scheme of Examination :**

<b>Level</b>	<b>Type of Test</b>	<b>Time</b>	<b>No. of Questions – Max. Marks</b>	<b>Weightage for final result</b>
Level -1	Computer-Based MCQ Test	Time : 120 Minutes	100 Objective Questions – 100 Marks	40 %
Level – 2	Descriptive Test	Time : 90 minutes	06 Descriptive Questions – 60 Marks	30 %
Level – 3	Personal Interview	Time : 30 minutes	40 Marks	30 %

- A minimum of 5X candidates shall be shortlisted (for X number of posts advertised) for the Level-2 Descriptive Test based on their performance in the Level-1 Computer-Based MCQ Test.
- A minimum of 3X candidates shall be called for Personal Interviews based on their performance in Level-1 and Level-2 Tests.

**NOTE :**

- a) The questions shall generally be on the minimum qualification level
  - b) There shall be no negative marking for wrong answers
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