

**Syllabus and Scheme of Written Examination for the Post of Assistant Registrar**  
**Advertisement No. IIT Mandi/Recruit./NTS/2022/06 dated 25.01.2023**

**Date of Selection Process: 01.07.2024**

**Reporting Time: 08:30 a.m.**

**Total MCQ questions: 100**

**Total Marks: 100 (01 marks for each correct choice and Negative 0.5 mark for each incorrect choice)**

**Syllabus:**

Behavioral, Attitude & psychometric test
Language competency – Grammar, comprehension, etc.
Aptitude Test: Quantitative, logical reasoning and verbal ability
Fundamental Rules (FRs) and Supplementary Rules (SRs) General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; - Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS, CCS(Pension) Rules; New Pension Scheme
Financial Administration: General Financial Rules (GFRs), DFPR-1978; - General System of Financial Management; - Budget formulation – Accounting Concepts, Role of DDOs; Income Tax, Wealth Tax, Service Tax Rules – Procurement of Goods & Services; - Contract Management, Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc.
Office Procedure; Parliamentary Procedures; Record Management; Public Administration
CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
RTI Act 2005;
Act and Statutes of IIT Mandi, Higher education system in India, ranking frame works