

Selection Process for the post of Assistant Registrar

(Staff Recruitment Advt. No: IITDH/ Admin/Staff Recruitment/23/2020-2021 dated 02 July 2020)

All the shortlisted candidates are required to appear in person for the Screening Test - 1 and 2 (Stage I) on 05th September 2021 (Sunday). All the candidates are required to write both Screening Test - 1 and Screening Test - 2. The answer scripts in Screening Test - 2 of only those candidates who are shortlisted in Screening Test - 1 will be evaluated. The candidates shall be further shortlisted for the Stage II (Personal Interview) based on the performance in the Screening Test -2 (Stage I). Merely fulfilling the minimum percentage criterion (45% & above) will not make candidates eligible and the Selection Committee shall fix the cut off or threshold marks for shortlisting.

The Stage II (Personal Interview) will be conducted on 06th September 2021 (Monday). The venue for both the stages is IIT Dharwad, WALMI Campus, Dharwad.

STAGE I

Screening Test - 1 (Multiple Choice Questions)

Question paper pattern and syllabus:

The screening test is divided into four sections as follows:

Section	Topics/Subjects	Weightage of marks
1	General knowledge	20%
2	English language and aptitude	20%
3	Computer Skills	10%
4	Government Rules and Regulations	50%

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
A	General knowledge	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs and sports.
B	English language and aptitude	Synonyms, grammar, sentence correction/completion, vocabulary, and general aptitude questions.
C	Computer Skills	Basic tools such as Microsoft Word, Excel etc., general computer terminology, basic software and hardware questions, basics of networking and internet.
D	Government Rules and Regulations	The written test will be based on office procedure, General administration, Fundamental Rules, Supplementary Rules, GFR, Academics, Finance & Accounts and procurement policy of Government of India and so on.,

Screening Test - 2 (Descriptive Test)

S. No.	Scheme of Screening Test - 2	Syllabus
1.	<p>Section A: Finance & Accounts - 2 Questions</p> <p>Section B: General Administration - 2 Questions</p> <p>Section C: Contract, Works and Stores & Purchases - 2 Question</p> <p>(Candidates are required to answer any 4 questions selecting atleast one question from each Section A, B and C.</p>	Noting and Drafting on Government rules and regulations.

STAGE II

Personal Interview:

The final selection of the candidates will be based on the performance in the Personal Interview from amongst the candidates shortlisted after stage I.