

**Indicative Syllabus for written test and selection criteria for recruitment to the post of Deputy Registrar, Pay level 12
(Advt. No NITM.1/(2C-Estt)/MP/R-N/2022/R-903, dated 11th March 2025)**

Paper I	Paper II
<p>Maths & Numerical Ability: Averages, Profit and Loss, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, Numerical Computation etc. (Upto 10th Standard)</p> <p>Logical Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, Letter and Symbol Series, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.</p> <p>Language & Comprehension: Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error, Change of voice, Narration, Idioms and Phrases, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.</p> <p>General knowledge and Current Affairs: Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard, Govt. Scheme, E-Governance, Geography, Higher Education System, NEP-2020,</p> <p>Computer Fundamentals, MS Word, MS Excel, Power Point, Internet, Email System, etc.</p> <p>Domain Knowledge: Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA & LTC, General Financial Rules (Govt. of India), Pay Fixation, Income Tax, NPS, Pension, GST, Store & Purchase Rules, Office Automation, Academic Matters.</p>	<p>a. Letter /Note Drafting/Office Orders/Circulars.</p> <p>b. Service Matters: FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, Reservation in Service Rules etc. DPC, Pay Fixation, Seniority, Legal Matters, Foreign Services, Deputation, Labour Laws, Service Rules, CCS (Pension) Rules, New Pension Scheme.</p> <p>c. Financial Administration: General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Knowledge of PFMS, Audit Procedure</p> <p>d. Public Procurement: Procurement of Goods & Services, GeM Rules Procedures, Central Public Procurement Portal: Tendering, Procuring etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods.</p> <p>e. NEP 2020, NIT Act and Statutes, Reservation in Service Rules, Admission Procedures of NITs (UG/PG/PHD), Regulations of UG/PG/PHD.</p>

Post Name: Deputy Registrar – Scheme of Examination, Selection criteria and Instructions

Scheme of Examination	Selection Criteria	Instructions
Paper –I: General Paper Questions: 50 Marks: 50 Duration: 1 hour Paper II : Post related paper Marks: 100 Duration: 02 hours	<p>a) Candidates fulfilling the minimum eligibility criteria will be considered provisionally eligible to appear for Paper-I and Paper II written examinations.</p> <p>b) Paper I is qualifying in nature for evaluation of Paper II.</p> <p>c) Minimum qualifying marks for paper-I is 25 marks and for Paper II is 50 marks.</p> <p>d) Candidates, who qualify in Paper-II will be shortlisted for personal interview.</p> <p>e) Final merit list is prepared based on the performance of the Interview.</p> <p>f) Success in the examination confers no right of appointment unless the Institute is satisfied after conducting enquiry that the candidate is suitable in all respects of appointment to the service/post</p>	<ul style="list-style-type: none">• Paper I consists of 50 multiple choice questions.• Paper II consist of two parts, part A and Part B. Part A is having 50 multiple choice questions for 50 marks and Part-B is of descriptive type for 50 marks with either short or long answers type questions. Short answers type questions may be answered in brief to the point. Long answer type questions will elaborations/explanations with examples etc.• One (1) mark will be awarded for each correct answer and minus one fourth (-1/4) mark awarded for the each incorrect answer for multiple choice questions in both papers.• The unanswered questions will not attract negative marks.• Compensatory time for persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.