Non-Faculty Advt.No. IIITS//RC/NT/2025/02(A), dt.16 July, 2025

Selection for the post of Assistant Registrar

Selection for the post of Assistant Registrar is based on the Screening Test and interview by the Selection Committee.

Syllabus for Screening Test – Assistant Registrar

ACADEMIC ADMINISTRATION:
1. IIIT PPP Act, Statutes, Ordinances & Regulations, 2. Admission (JEE) and Registration Procedure in IIITs, 3. Grade Point System, CGPA/GPA, 4. Academic Credit System Etc. and 5. Scholarships, Reservations and Seat-Matrix

ADMINISTRATION & ESTABLISHMENT:
1. FR & SR. All CCS Rules.
2. Pay/DA/HRA.
3. CCS Conduct Rules.
4. CCS (CCA) Rules.
5. Joining time Rules.
6. Leave Rules.
7. Leave Travel Concession.
8. Medical Attendance Rules.
9. Loans and Advances.
10. Recruitment, Reservations and concessions in appointments.
11. Quitting Service other than superannuation.
12. Resignation, removal and dismissal.
13. Travelling Allowance.
14. Deputation and Foreign Service.
15. Manual of Office Procedure.

STORES & PURCHASE:
1. General Financial Rules.
2. Public Procurement for Goods, Services and Works.
3. Government e-Marketplace.
4. Central Public Procurement Portal.
5. Contract Management.
6. Inventory Management and Control. 7. Procurement Manuals. 8. Import of Goods. 9. Preference to Make in India guidelines.

FINANCE & ACCOUNTS: General Financial Rules, Financial Accountancy, Cost Accountancy, Management Accountancy, Auditing covering conceptual and practical aspects. Financial Statements for Central Autonomous Bodies and Higher Educational Institutions. Budget formulation and implementation. Accounting of Grant-in-Aid, GFR 2017

Misc: Manual of Office Procedures for the Finance & Accounts, Administration, NPS, Leave Rules, RTI act, Central Pay commission Rules, DoPT rules, IIIT Sri City Statutes, IIIT Act, General English, GK, Verbal, Non-Verbal, Test of Reasoning/ Logical Reasoning.