



**Non-Faculty Advt.No. IIITS//RC/NT/2025/01, dt.16 July, 2025**

**Syllabus for Selection for the Administrative post of Deputy Registrar**

Selection for the post of Deputy Registrar is based on the interview by the Selection Committee. However, for screening the candidates to a reasonable number for the Interview, a written examination will be conducted. The written examination is only for screening purpose and no marks shall be taken into account for the final selection or ranking of the individual candidate.

**Syllabus for Screening Test – Deputy Registrar**

**ACADEMIC ADMINISTRATION:**

1. IIIT Act, Statutes, Ordinances & Regulations 2. Admission (JEE) and Registration Procedure in IIITs 3. Grade Point System, CGPA/GPA 4. Academic Credit System Etc. 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. 10. CPP Portal.

**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.