

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI - 620 015

Recruitment of Non-Teaching Positions-Group A

Syllabus for written test

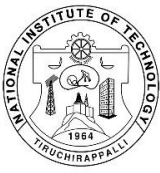
POST: Assistant Registrar

[Advt.No. NITT/R/RC/NT/2026/07 dated 05.03.2026]

The list of eligible candidates as per the Essential Educational Qualification & Experience, mentioned in the Recruitment Rules 2019 for the post of ASSISTANT REGISTRAR in NITs will be displayed in the institute website. Those shortlisted applicants will have to undergo the following selection process, for final selection to the post of Assistant Registrar (PB-3 (Rs. 15,600-39,100) with GP of Rs. 5400/-) by direct recruitment.

Stage	Type of Examination	Time duration	Maximum Marks
Stage - I	Multiple Choice Questions based Written Test with 30% weightage to Part A and 70% weightage to Part B	90 minutes	100
Stage - II	Personal Interview for the shortlisted candidates	-	-

- All questions of Stage - I will be Objective type and will carry one mark each. For every wrong answer, there will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.
- The candidates shortlisted for Stage - II will be displayed in the institute website after Stage - I examination.
- Part A questions are to test the General Aptitude and Reasoning Skills of the candidates whereas Part B questions are to test the domain knowledge. The syllabus for the above post is given below. Candidates may note that it is not exhaustive but indicative only.



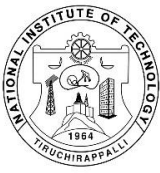
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PART A

1. Aptitude - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance
2. Reasoning - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. General English- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
4. Data Interpretation: Pie Chart, Bar Chart, Line Chart, Table Chart,
5. General Knowledge - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs
6. Computer Fundamentals - Operating System, MS Office, Internet based operations and Database management

PART B

1. Administrative Management: Fundamental Rules and Supplementary Rules, CCS (Leave) Rules, CCS (Joining Time) Rules, CCS (Pension) Rules, New Pension Scheme, CCS (CCA) Rules, CCS (Conduct Rule), Office procedure,



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Prohibition of sexual harassment of working women, Right to Information, Rules pertaining general conditions of service viz., Deputation, Lien, Travelling Allowance, Advances, LTC, Medical Attendance, CGHS etc.,

2. Matters related to Academics: Grade Point System, Technical Education in India - its governance, Policy and Administration, Examination regulations, Accreditation, Admission Procedure, National Education Policy 2020 etc.. Academic administration and Hostel Administration (from 3)
3. NIT Act & Statutes: NITSER Act and Statutes of NIT, Authorities and Officers of the Institute, Functions of Board of Governors (BoG), Finance Committee, Building and Works Committee, Senate, NIT council, Powers of the Institute, Authorities of the Institute (and their Roles and responsibilities), Code of conduct for permanent employees, resignation & retirement, Recruitment rules, etc
4. Financial Management)/ Public procurement General Financial Rules 2017, Procurement of goods and services, Rate Contract, GEM purchase procedures, Inventory management, contract management, etc

Role of DDO, Income tax rules, GST rules, , Accounts & Audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & Payments, preparation of budget and its allocation, GPF rules, Pension rules, New Pension Scheme, knowledge of tally, etc..