



SYLLABUS FOR THE POST OF ASSISTANT REGISTRAR

WRITTEN TEST

Academic Administration with Special reference to IITs

1. Act and Statutes of IIT Jodhpur
2. Role and Functions of IIT Council, Board of Governors, Finance Committee, Building & Works Committee and Senate.
3. Study the Websites of IIT Jodhpur Departments, Academic programs, Degrees, campus life and student activities.
4. MHRD, Regulatory Bodies on Higher Education
5. Basic concepts of Management (Planning, Organizing and Controlling, Motivation, Works and method study)

Service Rules

1. FR & SR
2. Disciplinary Proceedings
3. Foreign Service, Deputation & Lien
4. TA Rules and LTC
5. Leave Rules
6. Gratuity and Terminal Benefits
7. Reservations and Concessions for SC, ST, OBC, PH etc.
8. CCS pension Rules
9. New Pension Scheme

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. Anti-Ragging Act
3. Labour and Contract Management

Modern technologies in Academic Management system

1. Office Automation and ERP implementation in an academic system
2. Biometric attendance system
3. e-Office
4. Digitization Process (Certificates, old records)

Rules relevant to Accounts and Audit

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. Salient features and Pay-fixation under 7th CPC
3. HEFA and PFMS
4. Budgeting and Internal Audits
5. Income Tax Act with focus on Salary Income, e-TDS
6. Goods and Service Tax
7. Financial Management of an Academic Institute