

## SYLLABUS OF ASSISTANT REGISTRAR (ACADEMIC/ESTABLISHMENT)

The assessment of the candidates for the post of Assistant Registrar (Academic/ Establishment) Written Examination will be of **100 marks** consisting of only Objective Type Multiple choice questions as per the following scheme. The time duration will be **90 Min.:**

Sections	Subject	No. of Questions
1.	General Intelligence & Reasoning	15
2.	Knowledge of Computer	15
3.	General Knowledge	20
4.	English and Hindi comprehension	20
5.	Knowledge of Rules (Government of India/ University Act/ Statutes/ Examination system, Finance Rules etc.)	30

The questions in all the above components will be of Graduation level.

- 1. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
- 2. Knowledge of Computer:** Fundamentals of Computer, History, Evolution and Generation of Computers, Organization of Computer system, Hardware, Software, Peripheral Devices, Algorithm, Flowchart and Number System. Primary and Secondary Memory; Storage Devices, Operating System: MS DOS, Windows, MS-WORD, MS-Excel –Ms-Power point, MS- Access, Data organization, File Management System, Database Concepts, Relational Data Model and Basic Concept of Database, Types of networks, Network topology, LAN, MAN, WAN, Working with internet, uses of internet, Search Engines, e-mail, e-commerce, e-banking and e-learning.
- 3. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
- 4. English and Hindi Comprehension:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.  
**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषित शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द, सन्धि-विच्छेद
- 5. Knowledge of Rules:** Questions in this component will be aimed at testing the candidate's knowledge and awareness of Government of India Rules/ University Act/ Statutes/ Admission/ Examination Rules. The test will include questions relating to Public/ University Administration and Finance Rules, Right to information Act etc