



Selection Process for the post of Assistant Registrar

(Staff Recruitment Advt. No: IITDH/ Admin/Staff Recruitment/24/2022-23 dated 01st February 2023)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 28th March 2023 (Tuesday). This will be qualifying in nature and the candidates shall be further shortlisted for the Personal Interview.

The Personal Interview for the shortlisted candidates after the written test will be conducted on 29th March 2023 (Wednesday). The venue for both the stages is IIT Dharwad, WALMI Campus, Belur Industrial Area, Near High Court Bench, Pune - Bengaluru Road, Dharwad, Karnataka.

Examination Pattern and Syllabus:

Part A		Objective Type		
Section	Topics/Subjects	No. of Questions	Total Marks	Time duration
1	General Awareness, Reasoning, Quantitative Aptitude	25	25	02 Hours
2	Communication Skills	10	10	
3	Computer Literacy	10	10	
4	Understanding of Government Rules and Regulations	45	45	
	Total	90	90	
Part B		Descriptive Type		
5	Letter writing, Noting and drafting	03	30	
	Total Marks		120	

* 0.25 Negative Marks for every wrong answer in objective type test.

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
1	General Awareness, Reasoning, Quantitative Aptitude	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs, sports, reasoning and quantitative aptitude etc.
2	Communication Skills	Synonyms, grammar, sentence correction/completion, vocabulary etc.
3	Computer Literacy	Basic tools such as Microsoft Word, Excel etc., general computer terminology, basic software and hardware questions, basics of networking and internet etc.
4	Understanding of Government Rules and Regulations	The written test will be based on office procedure, General administration, Fundamental Rules, Supplementary Rules, GFR, Academics, Finance & Accounts and procurement policy of Government of India and so on.,
5	Letter Writing, Noting and drafting	Letter Writing, Noting and drafting on Government Rules and Regulations

Personal Interview:

The final selection of the candidates will be based on the performance in the Personal Interview from amongst the candidates shortlisted after Written Test.