

भारतीय प्रौद्योगिकी संस्थान गोवा

गोवा अभियांत्रिकी महाविद्यालय परिसर, फार्मागुडी, फ़ोंडा – 403401, गोवा

Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda – 403401, Goa



IITGoa/RECT/2023/01/AR/474

Date: 26-09-2023

NOTICE

Syllabus for Preliminary Screening Through Written Test Scheduled on 03/11/2023

Name of the Post: Assistant Registrar (Pay Level 10; Group A)

Administration- FR & SR, LTC Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, IIT Act and Statutes, Reservation in Service Rules etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labour Laws, Service Rules.

Finance & Accounts- GFR, Accountancy, Income Tax Rules, Receipt & Payment, Budget, Banking, NPS Rules, GST Rules, Commercial Accounting, Audit Procedures Role and Functions of CAG etc. Accounting of Grant-in-Aid, Financial Statements for Central Autonomous bodies and higher educational institutions.

Public Procurement- Procurement of Goods and Services, GeM Rules & Procedures, Central Public Procurement Portal: Tendering and Procuring etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

Academics- Admission and Registration procedure in IITs, grade point system, CGPA/ GPA, Scholarships, Credit System etc.

Information Technology- Knowledge on IT Act, Experience in ERP/ Office automation/ E-Governance systems

Others- General Aptitude, Logical Reasoning, General Knowledge & English.

**Sd/-
Registrar i/c**