



IITGoa/RECT/2026/04/AR/344

Date: 18-08-2026

NOTICE

Sub: Selection Procedure

Name of the Post: Assistant Registrar {PL 10; Group A}

Ref: Advt. No. IITGoa/RECT/2026/04 dated: 03.06.2026

1. Selection will be based on performance in the Interview. However, a preliminary screening through written test will be conducted as per the following pattern to shortlist a reasonable number of candidates for the final Interview.
2. **Pattern of the Written Test:**
 - i. **Part-I:** 50 Multiple Choice Questions of 1 Mark Each. 0.25 Negative Marks for every wrong answer.
 - ii. **Part-II:** Descriptive Test of 25 marks (Part-II will be evaluated only for those candidates who secure the minimum threshold marks in Part-I as determined by the Selection Committee)
 - iii. **Duration:** 90 minutes
 - iv. **Total Marks:** 75
3. **Syllabus:**
 - a. **Administration & Establishment:** LTC Rules, TA/DA Rules, Leave Rules, Medical Attendance Rules, Disciplinary Rules, Vigilance, RTI Act, Deputation & Foreign Service, FR & SR, Reservation Rules, Recruitment Procedure, CCS Conduct Rules, POSH Act, Pay Fixation, Promotions, Legal Matters, CCS (Pension) Rules, Resignation, Removal & Dismissal, etc.,
 - b. **Stores & Purchase:** Procurement of Goods & Services and Works, GEM Rules & Procedures, CVC Guidelines, Central Public Procurement Portal, Contract Management, Inventory Management, General Financial Rules, Import Procurement, etc.
 - c. **Institute Governance and Academic Administration:** Authorities of the Institute, Admission & Registration Procedure in IITs, Grade Point System, Scholarships/Fellowships, Reservations & Seat-Matrix, Institutes of Technology Act & Statutes, NEP 2020, Higher Education System in India, IIT Council, Ordinances for All Academic/ Research Programs, etc.
 - d. **Finance & Accounts:** NPS Rules, General Financial Rules, GST Rules, Income Tax Rules, Sponsored & Consultancy Projects, Treasury Single Account System, Public Financial Management System (PFMS), Accounting for Central Autonomous Bodies, Annual Accounts, Audit Procedure, Compliance, Budget Formulation & Implementation, etc.
 - e. **General:** English Language Proficiency, Quantitative Aptitude, Logical & Verbal Reasoning, Data Interpretation, General Knowledge, Labour Laws, Office Procedures, Noting & Drafting of Notes, Official Letters, BoG Agenda, etc.
4. **Date and Venue:**
 - **Date of Written Test:** 16.09.2026 (Wednesday) from 10:00 AM onwards
 - **Date of Interview:** 17.09.2026 (Thursday) from 09:00 AM onwards
 - **Venue:** IIT Goa Campus

**Sd/-
Registrar**