



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA-136119

RECRUITMENT OF OFFICER CADRE POSTS (REF.:ADVT. NO.:20/2025)

| | | |
|--|---|--|
| Name of the Post | : | Deputy Registrar - for Accounts (Level - 12) |
| Details of the Scheme & Pattern of Examination: | : | <ul style="list-style-type: none">• Total Questions :160 (MCQ Type)• Maximum Marks :160• Negative Marking : 0.25 marks will be deducted for each wrong answer <p>Part-A (General Paper) (60)</p> <ul style="list-style-type: none">○ General English (15)○ Numerical Aptitude Arithmetic (15)○ Reasoning and Data Interpretation (15)○ General Knowledge and Current Affairs (15) <p>Part-B (Post Related Paper): (100)</p> |
| Duration of Examination | : | 2.5 hours |

SYLLABUS FOR SCREENING TEST

Part-A (General Paper)

1. **General English** - Tenses, Active and Passive, Direct & Indirect speech, Punctuation, Correction of sentence, One word substitutes, Modals, Articles, Clauses, Synonyms, Antonyms, Idioms & Phrases.
2. **Numerical Aptitude Arithmetic** - Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root, Cube root, Time and Distance and Other Basic Arithmetic related problems.
3. **Reasoning and Data Interpretation** - Number Series Compilation, Missing Number finding, Pattern series, Direction Sense Test, Series Compilations, Classification, Missing Character finding, odd man out, Blood relations, Analogy, Coding & Decoding, Letter & Symbol Series, Verbal reasoning, Statements & Conclusions, Letter & Symbol Series, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Pie Chart & Bar Chart
4. **General Knowledge and Current Affairs**- Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days and Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th Standard.

Part-B (Post Related Paper)

1. **Office automation and E-Governance**
2. **Service Matters:** FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, NIT Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme.
3. **Financial Administration:** GFR, Accountancy, Income Tax Rules, Receipt & Payment, Budget, Banking, 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.
4. **Public Procurement:** Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

Note:- The Syllabus is suggestive and indicative in nature having only broader areas for reference. The Candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.
