



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

An Institute of National Importance

AGARTALA – 799046 (TRIPURA)

F. NITA.2(519-Estt)/2019/Vol-II/174.

Dated: 16/04/2025

NOTICE

With reference to Advertisement No. F.NITA.2(519-Estt)/2019/Vol-II/1852 Date: 24th June, 2024, the provisional lists of shortlisted/ eligible candidates for the post of Assistant Registrar, have been published on the Website (www.nita.ac.in) of NIT Agartala.

NIT Agartala is conducting a Computer Based Test (CBT), and the syllabus for the exam is hereby attached. The details of the test are:

Test Date: 26th Apr, 2025

Time: 11:00 AM (IST)

No. of Questions: 60 Multiple Choice Questions (MCQ)

Max. Marks: 120

Negative Marks: -1 (for wrong answer only)

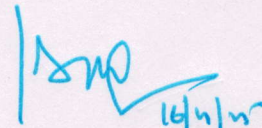
Duration: 90 minutes

Centre of Written Test: (a) Techno India University, Kolkata. (b) NIT Agartala.

All the shortlisted candidates, whose names are published, are advised to visit <https://recruitment.nita.ac.in/examregistration.aspx>. The shortlisted candidates are advised to select the examination centers and download the Hall Tickets. Last date to download hall ticket is 21st April, 2025 by 11:59 pm. Non-provision of center choice by 11:59 pm of 21st April, 2025 will be assumed that the candidate is not interested in appearing in the test and the candidature will not be considered for further processing.

No TA/DA will be provided to appear in the test. The Institute reserves its right to change of venue, date, time, etc., in case of any unavoidable circumstances and the Institute will not be liable to pay any compensation to candidates on this account.


Candidates are advised to visit the NIT Agartala website (www.nita.ac.in) regularly for more details and updates.


REGISTRAR

Encl: As stated above.

Copy to:

1. PS to the Director, NIT Agartala for kind information of the Director, NIT Agartala.


REGISTRAR

Syllabus for Written Test for the post of Assistant Registrar

Sl. No.	Topic	Contents
1.	General Knowledge & Awareness	General Knowledge about polity and Indian society, History and Indian Culture, Geography, Economics and Social Development, Constitution of India, General Science & Environment, Sports, Inventions, Famous books etc. Current National and International events etc. Higher & Technical Education of India, Various Policies of the MHRD etc.
2.	English language & Comprehension/ Reasoning	English Grammar, Sentence Correction, Synonyms, Antonyms, Verbal and Non-Verbal Reasoning, Questions on Analogies, Similarities, Differences, Discrimination, Observations Relationship, Verbal and Figure Classification etc.
3.	Numerical Ability and Reasoning	Numbers and Percentage, Ratios and Proportions, Time and Work, Data Interpretation and Statistics, Mental Ability and Numerical Reasoning etc.
4.	Rules & Acts	Central Government Service Rules viz. CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules). Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment Permissible and Not Permissible Activities, Office Procedure NIT Act & Statutes: NIT Acts and Statutes NITSER, Act Role and Functions of Board of Governors, Finance Committee, Building & Works Committee, and Senate. NIT Council and its functioning. Power and Functions of Director, Registrar, Deans, HoD's/ HoC's. Code of conduct for employee, Resignation & Retirement of institute employees, Recruitment Rules for Faculty and Non-Faculty etc.
5.	Ordinances & Manual of NIT	Ordinances for UG and PG studies; Admission and Registration procedure, Departmental and Institute Level Academic Committee, Teaching and Evaluation: Grade Point System, CGPA/SGPA. Performance Programme and Degree requirements, Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students.
6.	Accounting and Financing	Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, Procurement of Goods and Services, GFR-2017, GST Rules, GeM Rules and
		Procedure, Tendering and Procuring, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliations Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc.
7.	Computer Knowledge	Computer and its components, Data information concepts and processing, Window Operating System, Microsoft Office, Graphics