



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
सिलचर - 788 010
SILCHAR - 788 010 (ASSAM)

No. NITS/Estt/Advt/Non-Teaching/25

Date: 11-06-2026

NOTIFICATION

The selection process for the post of **Assistant Registrar** advertised vide no. NITS/Estt/Advt/Non-Teaching/25 dated 01-04-2025 will be held as per the following schedule:

Date of Written Test / Interview	:	01-07-2026
Reporting Time	:	09:30 AM
Starting time of Written Test	:	10:30 AM
Venue of Written Test	:	NIT Silchar

The online link for downloading the admit card will be made available soon in the institute website. Candidates can download and take a print of the admit card. He/she must carry a hard copy to the venue along with a valid photo ID proof. No candidate will be allowed to appear for the tests without the admit card and valid photo identification proof. All candidates are asked to go through the instructions mentioned in the admit card. For any queries, candidates can send an email to staff_recruitment@nits.ac.in

The scheme of written test for the post of **Assistant Registrar** is given below

Scheme of Written Test	<ol style="list-style-type: none">1. Objective-type test (MCQ) consisting of 50 questions.2. Total Marks: 100 (each question carries 2 marks).3. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks.4. Duration of Written Test: 90 minutes5. Venue: NIT Silchar
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Based on the marks obtained in the written test, the top 10 candidates, may vary based on merit, will qualify to appear in the **Personal Interview**.

Selection will be done solely based on the performance in the Personal Interview and recommendation of the Selection Committee.

SYLLABUS FOR WRITTEN TEST FOR THE POST OF ASSISTANT REGISTRAR

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.

English language & Comprehension:

English Grammar, Sentence Correction, Synonyms, Antonyms, Verbal and Non Verbal Reasoning, Questions on Analogies, Common error detection, Sentence corrections, sentence formation, Similarities, Differences, Discrimination.

Numerical Ability and Reasoning:

Numbers and Percentage, profit and Loss, Ratios and Proportions, Time and Work, Compound Interest, Data Interpretation and Statistics, Problems on HCF and LCM, Mental Ability and Numerical Reasoning etc.

NIT Act & Statutes:

NITSER Acts and Statutes, 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. Resignation and retirement of Institute employees.

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, , CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Government employees, GPF, CPF, NPS.

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.

Sd/-

REGISTRAR