LIMITED DEPARTMENTAL EXAMINATION (LDE) – 2026

SYLLABUS FOR THE POST OF ASSISTANT REGISTRAR (AR), Level-10

WRITTEN TEST

(A) WRITTEN TEST (MCQ)/ COMPUTER SKILL TEST — *40 Marks*

Academic Administration with Special reference to IITs

1. Act and Statutes of NIFTEM-K
2. Role and Functions of NIFTEM-K council, Board of Governors, Finance Committee, Building & Works Committee and Senate.
3. Study the Websites of NIFTEM-K Departments, Academic programs, Degrees, campus life and student activities.
4. MoE, Regulatory Bodies on Higher Education
5. Basic concepts of Management (Planning, Organizing and Controlling, Motivation, Works and method study)

Service Rules

1. FR & SR
2. Disciplinary Proceedings
3. Foreign Service, Deputation & Lien
4. TA Rules and LTC
5. Leave Rules *[Leave Provisions of IITJ and CCS (Leave) Rules]*
6. Reservations and Concessions for SC, ST, OBC, PH etc.
7. National Pension Scheme

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. Anti-Ragging Act 2019
3. NEP 2020

Modern technologies in Academic Management system

1. Office Automation and ERP implementation in an academic system
2. e-Office

General Financial Management

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. HEFA and PFMS
3. Budgeting and Internal Audits
4. Income Tax Act with focus on Salary Income, e-TDS
5. Goods and Service Tax
6. Financial Management of an Academic Institute

(B) APAR of Qualifying service period — *40 Marks*

(C) INTERVIEW — *20 Marks*

---xxx--