

SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI-02

Scheme of Examination for Direct Recruitment to the post of Assistant Registrar

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Assistant Registrar by direct recruitment.

I. Scheme of the Examination:

Written Test		
Interview /Personality Test		
Objective Type (150 questions)	Time:2 hours	Max. marks allowed : 150 marks
Descriptive Type	Time: 2 hours	Max. marks allowed : 150 marks
Interview/ Personality Test	--	Max. marks allowed: 150 marks
Total Marks (150 + 150 + 150)		450 Marks

II. Components of Written Test:

COMPONENTS		DURATION:	
		NO. OF QUESTIONS	MARKS
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
TOTAL			300

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 50% for the unreserved posts and 40% for the posts reserved for OBC category and 35% posts reserved for SC/ST/PwD category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of the test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. Syllabus:

Section A: Test of General Studies (Objective Type)

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section B: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system of India, its regulatory bodies and recent developments in the field, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Academic Administration including the admission, examination, evaluation, and all other academic sphere of educational administration.

Financial Administration including budget, audit, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University/CFTIs System.

IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving & decision making skills and overall personality etc.