



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
(ESTABLISHED BY GOVT. OF DELHI VIDE ACT 09 OF 2012)  
KASHMERE GATE, DELHI-110006.**



F.No.IGDTUW/Recruitment-Non-Teaching Posts/2021/

Date:24.02.2022

**SCHEME OF EXAMINATION**

**FOR THE POST OF ASSISTANT REGISTRAR, DEPUTY REGISTRAR, ASSISTANT CONTROLLER OF  
EXAMINATION AND CONTROLLER OF EXAMINATION IN IGDTUW, DELHI**

With reference to the Recruitment Notice No. IGDTUW/Recruitment/2021/2, the Scheme of Examination for the for the post of Assistant Registrar, Deputy Registrar, Assistant Controller of Examination and Controller of Examination in IGDTUW, Delhi as under:

**All the Questions are Objective Type and carry one mark each without any negative marking for wrong answer.**

Subject		Maximum Marks	Time
<b>Paper-I</b>	General Intelligence Reasoning Ability English Language – Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.	60	60 Minutes
<b>Paper-II</b>	<b>Domain Knowledge</b>	60	60 Minutes
<b>Total Marks</b>		<b>120</b>	<b>120 Minutes</b>
<b>Interview/Personality Test</b>			

**SYLLABUS FOR DOMAIN KNOWLEDGE FOR THE POST ASSISTANT CONTROLLER OF EXAMINATION AND CONTROLLER OF EXAMINATION: -**

Sl. No.	Paper -II (Domain Knowledge)	Number of Questions
1	Fundamental Rules (FRs) and Supplementary Rules (SRs) Definitions, General Conditions of Service, Pay and Additional to pay, Confirmation of Appointment Dismissal, Removal and Suspension Foreign Service, Deputation, Lien, TA Rules, LTC Rules, Leave Rules, Medical Attendance Rules.	5
2	CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965	8
3	General Financial Rules (GFR-2017), DFPR-1978 General System of Financial Management Budget Formulation, Procurement of Goods and Services, GeM, Contract Management, Common format of Accounts for Central Autonomous Bodies Audit of Autonomous Bodies, DoA, C&AG etc.	7
4	Office Procedure, Parliamentary Procedures, Record Management, Public Administration, CCS (Pension) Rules, New Pension Scheme	7
5	RTI Act 2005, PGC, CMGC etc.	5
6	Academic Administration, Act, Statute and Ordinances, National Education Policy (NEP-2020), Higher Education System in India, Regulatory Bodies in Higher Education and Education Statistics, NAAC, University Ranking (National and International) etc.	8
7	Application of Information Communication Technology, Information Technology and other modern technologies in the University Systems	8
8	Examination Matters, Student Admission Systems, Choice Based Credit System, Conduct of Examination & Evaluation Process, Enterprise Resource Planning (ERP) etc.	12

**SYLLABUS FOR DOMAIN KNOWLEDGE FOR THE POST ASSISTANT REGISTRAR, DEPUTY REGISTRAR: -**

Sl. No.	Paper -II (Domain Knowledge)	Number of Questions
1	Fundamental Rules (FRs) and Supplementary Rules (SRs) Definitions, General Conditions of Service, Pay and Additional to pay, Confirmation of Appointment Dismissal, Removal and Suspension Foreign Service, Deputation, Lien, TA Rules, LTC Rules, Leave Rules, Medical Attendance Rules.	12
2	CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965	8
3	General Financial Rules (GFR-2017), DFPR-1978 General System of Financial Management Budget Formulation, Procurement of Goods and Services, GeM, Contract Management, Common format of Accounts for Central Autonomous Bodies Audit of Autonomous Bodies, DoA, C&AG etc.	7
4	Office Procedure, Parliamentary Procedures, Record Management, Public Administration, CCS (Pension) Rules, New Pension Scheme	10
5	RTI Act 2005, PGC, CMGC etc.	5
6	Academic Administration, Act, Statute and Ordinances, National Education Policy (NEP-2020), Higher Education System in India, Regulatory Bodies in Higher Education and Education Statistics, NAAC, University Ranking (National and International) etc.	10
7	Application of Information Communication Technology, Information Technology and other modern technologies in the University Systems	8

**Note:**

1. The questions shall generally be on a minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. Only those candidates who score minimum cut off marks in the written examination (Paper-I and Paper-II) as may be fixed by the IGDTUW, Delhi at its discretion, will be called for Interview/ Personality Test.
4. Written Examination shall be Qualifying only. No marks shall be taken into account for final selection or/and ranking of individual candidate.

## **Interview/Personality Test**

The Interview/Personality Test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through Academic Qualifications, Relevant Experience, Extra-Curricular Activities, General Awareness, Domain Knowledge, Communication, Problem Solving, Public Dealing, Skills and Overall Personality etc.

Further, detailed information about the Examination will be displayed shortly.

**[PROF. R. K. SINGH]**  
**REGISTRAR**