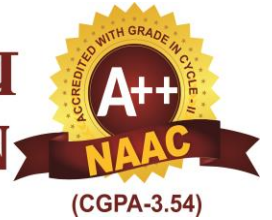




राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Syllabus for Written test of PAPER II : Descriptive Type Questions for the post of Deputy Registrar (Lien Vacancy)

PAPER II : Descriptive Type Questions

S.No.	Subject
1.	<p>Part A: Institutional Framework</p> <ol style="list-style-type: none">Central Universities Act, 2009<ul style="list-style-type: none">Overview and objectives.Powers and functions of central universities.Statutes and ordinances: Definitions, formulation, and amendments.Central University of Rajasthan Ordinances<ul style="list-style-type: none">Definitions, formulation, and amendmentsKnowledge of :<ul style="list-style-type: none">UGC Regulations related to Minimum Standards for appointment of Teaching & Other Academic staff – 2018 and its amendments.UGC Regulations on award of PhD – 2022, UGC Regulations on Award of Degrees;Professional councils – PCI, AICTE, NCTE; NAAC, NIRF etc.National Academic Depository.SAMARTH-ModulesSWAYAM / NPTEL Portal <p>Part B: Administrative Procedures and Office Management</p> <ol style="list-style-type: none">Office Procedures<ul style="list-style-type: none">Standard operating procedures (SOPs) for official communication.Documentation and record-keeping principles.Filing and Noting<ul style="list-style-type: none">Types and classification of files.Rules for drafting effective file notes and maintaining decision logs.Drafting and Correspondence<ul style="list-style-type: none">Basics of drafting official letters, notifications, and circulars.Formats and templates for government communications <p>Reference – Central Secretariat Manual of Office Procedure – 2022.</p>

	<p>Part C: Financial and Governance Regulations</p> <ol style="list-style-type: none"> 1. General Financial Rules (GFR), 2017 <ul style="list-style-type: none"> • Procurement guidelines. • Budgetary and expenditure controls. • Audit and financial reporting standards. 2. Department of Personnel and Training (DoPT) Rules <ul style="list-style-type: none"> • Recruitment, promotion, and disciplinary proceedings. • Leave rules and service conditions. 3. Basic Government of India Rules <ul style="list-style-type: none"> • Fundamental and supplementary rules. • Conduct rules for government employees, • Travelling Allowance Rules • Govt. of India Reservations and Concessions in appointments for OBC, SC, ST, EWS, PWD and Ex-Service men. • Right to Information Act-2005. <p>Part D: Subject Specific Knowledge</p> <ul style="list-style-type: none"> • Topic relevant to the work profile and responsibilities of the post.
2.	No. of QPs : 5-10
3.	Max. Marks: 50
4.	Duration : 1 hrs