SYLLABUS FOR ASSISTANT REGISTRAR RECRUITMENT EXAM

Section name	Marks per item	No. of items
Paper A		
Logical Reasoning	1 mark	15
Numerical Reasoning	1 mark	05
Verbal Reasoning	1 mark	15
General Awareness	1 mark	05
Proficiency test in Govt Rules	1 mark	50
SAP proficiency	1 mark	10
Total		**100**

Part A

1. Logical Reasoning

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & Other sub-topics, if any

2. Numerical Reasoning

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart and any other question of Matriculation level.

3. Verbal Reasoning

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion Into direct/indirect narration, shuffling of sentence parts,

shuffling of sentences in a passage, comprehension passage and any other English language questions at the level of Matriculation/Higher Secondary.

4. General awareness

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current event and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring Countries especially pertaining History, Culture, Geography, Economic Scene, General Policy on higher education, Indian Constitution & Scientific Research and Others.

5. Proficiency test in Government Rules

Questions in this component will be aimed at testing the candidate's understanding of the various Government of India rules concerning FR/SR, GFR, Pension rules, Procurement/Materials management and store management, Income tax, GST, RTI, CCS CCA rules, CCS conduct rules etc.

6. SAP Proficiency

Questions in this component will be aimed at testing the candidate's ability to handle the various SAP software related functions including Human resource module, Finance module, Purchase module etc.