

**Components for Written Test and Revised Shortlisting criteria for
Interview and selection on the positions of Registrar, Finance Officer,
Internal Audit Officer and Controller of Examinations**

Keeping in view the instructions / rules of Government of India / MHRD / UGC, the University has decided the Components for Written Test and Shortlisting criteria for recruitment on the positions of Registrar, Finance Officer, Internal Audit Officer and Controller of Examinations as follows:

Components of Written test

Descriptive Type Questions:

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules, Current Affairs, IT Proficiency and questions relevant to subject / work profile of the Posts	05 to 10	30 marks	1 hour



The candidates will be shortlisted for the interview on the basis of the academic career, experiences, and performance in the written test:

Step - I (For shortlisting to be called for interview in order of merit as per CRR-2018)

Academic Career / Experience / performance in written test	Weightage / Marks (Max.)
U.G. Marks (20% of total % of marks)	20 marks
P.G. Marks (20% of total % of marks)	20 marks
Teaching/Industry/Administrative Comparable Experience (Number of years exceeding minimum eligibility as applicable, 02 marks per year)	30 marks
Written Test	30 Marks
Total	100 Marks



Step - II: Interview and selection of the candidates in order of merit.

Weightage

Criteria	Weightage / Marks (Max.)
80% of the total marks (out of 100) secured in the process as mentioned in Step-I	80 Marks
Interview	20 Marks
Total	100 Marks

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