



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A Central University)

Scheme of examination for direct recruitment to the posts of Assistant Registrar:

M.M. 100

S.N.	Test Components		Marks
1.	General Awareness	Current Affairs, Indian History, Culture, Geography, Economic Scenario, General Polity, Constitution, Sports, and Scientific Research, International developments. University system	15
2.	Language Proficiency in Hindi & English	Vocabulary, sentence structure, synonyms, antonyms, and its correct usage, Phrases and Idiomatic use of words,	15
3.	Reasoning & Numerical Ability	Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations etc. Questions of verbal, non-verbal, and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, arithmetical reasoning, verbal and figure classification, data representation, and analysis, arithmetical number series	20
4.	Higher Education System: Governance, Policy & Administration	National Educational Policy – 2020, UGC, NCTE, AICTE, BCI, NAAC etc.	10
5.	Act, Statutes & Regulations	Central Universities Act - 2009, Statutes, UGC Regulations governing service conditions of the teachers, Ph. D. Regulations	10
6.	Service Rules, Financial Rules and Office procedure	Overview of Service Rules, Leave Rules and Office Procedure, Reservation in Government Services, General Financial Rules and Purchase Procedures (GFR-2017) The Right to Information Act, 2005	15
7.	Application of ICT in University system	Internet Browsing, Website search, Microsoft Office, Computer Fundamentals etc.	15

NOTE:

1. There shall be a single Paper of Examination on OMR Sheet. All questions shall be objective (MCQs) type and carry one (01) mark each without negative marking for wrong answer.
2. Scheme of Examination and Test Components mentioned above are indicative only. Actual scheme/questions may vary.
3. The candidates appeared in the written test shall be shortlisted for appearing in the Interview in order of merit restricting the ratio 1:15 as prescribed in the CRR 2019, however, the marks scored in the written test are only for short-listing the candidates and it will have no weightage in the interview. The selection of the eligible candidate for the post will be solely based on his/her performance in the interview.

**Registrar
HNBGU**