Jagat Guru Nanak Dev Punjab State Open University, Patiala

Syllabus of Written Test for the Recruitment of Assistant Registrar
Part-A (30 Marks)
Understanding of Pb. Govt./UGC Rules & Regulations, RTI, Legal, etc.

1. **Administration:**
   - JGND PSOU Act and Regulation (available on the university's website), Reservation in Service Rules
   - Legal Matters, Foreign Service, Deputation, Labour Laws
   - Central Civil Services (Conduct) Rules & Punjab Civil Service Rules
   - UGC-DEB guidelines, Career Advancement Scheme (CAS) of UGC
   - Leave Travel Concession (LTC) Rules
   - TA/DA Rules, Disciplinary & Vigilance
   - Right to Information (RTI) Act

2. **Leave/Vacation:**
   - Punjab Civil Service Leave Rules
   - Type of leave and terms & conditions of its grant
   - Accumulation of Leave
   - Procedure for grant of leave

3. **Financial Rules**
   - GFR (General Financial Rules) & PFR (Punjab Financial Rules)

Part-B (30 Marks)
Understanding of office working along with good communication skills

1. **Finance, Accounts and Public Procurement:**
   - Accountancy and Audit Procedures
   - Inventory Management & Procurement of Goods and Services
   - Tendering, Procuring, GeM Rules and Procedures

2. . **General English:**
   - Letter, Notices and e-correspondence
   - One-word substitutes and synonyms

3. **Academic Administration:**
   - Broad idea about Admissions & Registration
   - Credit System and Academic Programs offered by the University
   - Examination System
   - Scholarships

4. **Information Technology:**
   - Knowledge of IT Act and Basic knowledge of computer
   - Knowledge of ERP/Office automation/ E-Governance systems

5. **Office Procedures**
   - Office working and Record management

Note:
   - There will be 60 Multiple Choice Questions (MCQs) of 1 mark each (30 MCQs from each part).
   - Minimum qualifying marks for the written test is 50%.
   - Six candidates shall be called for the interview as per the merit of the Written Test (only qualifying candidates shall be considered).