

CENTRAL UNIVERSITY OF TAMIL NADU

Notification No. CUTN/NT/01/2022, Dated:16-02-2022

Syllabus for the Post of ASSISTANT REGISTRAR (AR)

The Written Examination will consist of an **Objective and Descriptive type Question Paper** divided into Part 'A' and Part 'B'.

Part	Subject	Maximum Marks	Duration
Part A	General English, Numerical Aptitude, Reasoning and General Knowledge	150	3 hrs
Part B	Knowledge of Acts and Rules of Government of India, University Act & Statutes, UGC Regulations, Letter writing, Essay writing and Computer knowledge.		

- Minimum qualifying marks to be secured shall be 60

SYLLABUS:

Part A (65 marks)

I. General Knowledge

General Knowledge, Current Affairs, Indian History, Culture, Geography, Economic Scene, General Polity, Constitution, Sports, and Scientific Research. and international developments. The Central University of Tamil Nadu, Indian states, and other countries.

II. General English

Vocabulary, sentence structure, synonyms, antonyms, and its correct usage. Basic comprehension and writing ability. One word substitution, Improvement of Sentences, Spellings, Grammar, Sentence Completion, Phrases and Idiomatic use of words,

III. Numerical Ability

Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work.

IV. General Intelligence & Reasoning

Questions of verbal, non-verbal, and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem-solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation, and analysis, arithmetical number series.

Part B (40 marks)

The objective-type questions will be from the following areas:-

i	Constitution of India
ii	Central Universities Act & Statutes, 2009, CUTN Ordinances
iii	General Financial Rules and Purchase Procedures (GFR-2017)
iv	UGC Regulations governing the service conditions of the teachers
v	UGC - Ph.D Regulations
vi	Regulatory bodies, NMC, NCTE, AICTE, BCI, etc.
vii	Ministries of Government of India
viii	National Educational Policy - 2020
ix	Reservation and Concessions to SCs/STs/OBCs/PWDs/EWSs
x	Computer proficiency – MS Office,
xi	Overview of Indian Higher Education System
xii	National Pension System
xiii	Various Acts of Government of India related to Education
xiv	NAAC
xv	The Right to Information Act, 2005
xvi	UGC Regulations on Open and Distance Learning
xvii	CCS (Conduct) Rules

DESCRIPTIVE TYPE : (45 Marks)

1. General Essay (15 marks)
2. Precis Writing (10 marks)
3. Letter Drafting (10 marks)
4. Comprehension in English (10 marks)