Col. (Retd.) Sanjiv Banerjee	**Tel. No.**	:	+91-532-2271012, 2271013
Registrar	**Fax No.**	:	+91-0532-2545341

No. 692 /Reg. Off./2014

Dated: December 05 , 2014

To,

As per list enclosed.

Subject: Written Test for the post of **Assistant Registrar.**

Dear candidate,

This is in reference to your application received in this office in response to **Advertisement No. 09 /2013, dated July 31, 2013** for the above post. You are requested to present yourself for written test on **21.12.2014 [Sunday] at 11.00 A. M.** at **MNNIT Allahabad.**

2.   [i]   The test will be conducted in two parts as per schedule given below.

Sl. No.	Section	Time
1.	**Section-A** : Test of General Studies [Objective Type]	11.00 A. M. to 1.00 P. M.
2.	**Section-B** : Educational Administration and Management [Descriptive Type]	2.30 P. M. to 4.30 P. M.

    [ii] Copy of the syllabus of **Section-A** and **Section-B** and scheme of examination is printed overleaf.

    [iii] **Section-A** of the test shall be Screening Test consisting of multiple choice questions.

    [iv] **Section-B** shall consist of descriptive type questions.

    [v] Answer Scripts of **Section-B** of candidates shall be evaluated only if he/she qualifies **Section-A.**

3.   You are required to bring the following documents in original for verification/submission:

    [i]   One Photo Identity Card [Aadhar Card, Driving Licence etc.] bearing residential address along with self-attested photocopy of the same.

    [ii] Two recent passport size colour photographs.

    [ii] Call letter for appearing in the written test

4.   No Train Fare/TA/DA will be paid for appearing in the Written Test. You are required to make your own arrangement for stay.

5.   APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE REFERRED ADVERTISEMENT, BEFORE APPEARING IN THE TEST. If an applicant is inadvertently allowed to appear at the Test/Interview who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a letter date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reverses the right not to allow a candidate to appear at Test/Interview if it is found that:

    [i]   Minimum eligibility requirements are not fulfilled.

    [ii] False documentation has been done.

    [iii] Any other similar valid reason."

You are required to report atleast one hour before the time of Written Test.

This letter is issued with the approval of the Competent Authority.

Yours faithfully,

[Col. (Retd.) Sanjiv Banerjee]
Registrar

Selection Process for Direct Recruitment to the post of Assistant Registrar

The Selection Process shall consist of two level tests, **Section-A** and **Section-B**. Interview will be held only for those candidates who are shortlisted on the basis of Screening Test [**Section-A**].

1. **Section A: Test of General Studies (Objective Type):**

    *   **Section-A** of the test shall be Screening Test consisting of multiple choice questions from the syllabus given below.

Syllabus:

(i) **Higher and Technical Education System: Governance, Policy and Administration:**
    *   Structure of the institutions for higher learning and research in India; formal and distance education, professional/technical and general education; value education: governance; professional ethics.

(ii) **Communication & Reading Comprehension:**
    *   Communication: Nature, characteristics, types, barriers and remedies to effective communication.
    *   A passage to be set with questions to be answered for reading comprehension.

(iii) **Logical Reasoning:**
    Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy- Applied analogy; Verbal Classification; Reasoning Logical Diagrams: Simple diagrammatic relationship, multi-diagrammatic relationship; Venn diagram; Analytical Reasoning.

(iv) **Data Interpretation:**
    *   Sources, acquisition and interpretation of data;
    *   Quantitative and qualitative data;
    *   Graphical representation and mapping of data.

(v) **Information and Communication Technology (ICT):**
    *   ICT: meaning, advantage, disadvantages and uses;
    *   General abbreviations and terminology;
    *   Basics of internet and e-mailing.

(vi) **People and Environment:**
    *   People and environment interaction;
    *   Sources of pollution;
    *   Pollutants and their impact on human life, exploitation of natural and energy resources;
    *   Natural hazards and mitigation.

(vii) **National History & Culture:**
    *   National Independence Movement.
    *   Historical Heroes/Leaders/Saints.

2. **Section-B: Educational Administration and Management (Descriptive Type):**

    *   This section shall consist of descriptive type questions from the syllabus given below.
    *   Answer Scripts of **Section-B** of candidates shall be evaluated only if he/she qualifies **Section-A** .

Syllabus:

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher & technical education system in India, its regulatory bodies and recent developments in the field, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegatation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union Management Relationship.

Financial Administration including budget formulation and execution of budget.

Applications of Information Communication Technology (ICT) and other modern technologies in the University / Institute system.

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