



02nd September, 2026

**IMPORTANT INFORMATION TO THE CANDIDATES APPLIED FOR
THE POST OF ASSISTANT REGISTRAR AT NIT PATNA AGAINST
ADVT. No. NITP/Rect-NT/01/2026**

All those candidates who are provisionally eligible for the post of Assistant Registrar at NIT Patna (Advertisement No. NITP/Rect-NT/01/2026), are requested to report for **Stage-I & Stage-II Test on 10.10.2026 at 08.30 A.M.** at NIT Patna, Ashok Rajpath Campus. **Late comers will not be allowed to appear in the test.**

Selection Process

Selection Process for the post of Assistant Registrar will comprise of three stages as detailed below:

- Stage-I:** Multiple Choice Question (MCQ) Test
- Stage-II:** Descriptive Test
- Stage-III:** Presentation and Personal Interview before a duly constituted Committee.

Scheme of Examination

Stage-I-MCQ Test:

- The Test will be of 90 minutes duration and will be Computer Based Test (CBT).
- 30% MCQ will be from Part A and 70% MCQ will be from Part B of the syllabus.
- Minimum qualifying Marks is 40%.

Stage-II-Descriptive Test:

- Only such candidates will be allowed to appear in Stage-II who qualify in Stage-I Test.**
- The Test will of 90 minutes duration and will be Computer Based Test (CBT).
- Minimum qualifying Marks is 40%.

Stage-III: -Presentation and Personal Interview

- Candidates who qualify in Stage- I and Stage-II will be called for Presentation and Interview (Stage- III) in the ratio of 1:6, based on the total marks obtained in Stage-I and Stage-II Test.
- The ratio may increase or decrease depending on the total number of candidates qualifying in the Stage-II test.

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Final Selection

- (a) Merit list will be prepared for only those candidates who have appeared in all the stages.
- (b) The Preparation of final merit list will be on the basis of marks obtained by the candidate as per the table given below:

Stage	Min. Qualifying Marks	Weightage
MCQ Test (Stage-I)	40 %	20%
Descriptive Test (Stage-II)	40%	20%
Presentation (Stage-III)	--	20%
Personal Interview (Stage-III)	--	40%

- (i) **Tie-breaking in final merit:** the inter-se merit of candidates securing same marks in Stage-III (Presentation & Personal Interview) will be decided in the following manner:
1. Marks secured in the Descriptive test (Stage-II) (Candidates securing higher marks will be ranked higher). If the marks obtained in the Descriptive test are same, then;
 2. Marks secured in the MCQ test (Stage-I) (Candidates securing higher marks will be ranked higher). If the marks obtained in the MCQ test are same, then;
 3. Date of Birth (Candidates higher in age will be ranked higher). If the date of birth is also same, then;
 4. Alphabetical order of the name recorded in matriculation or equivalent certificate will be considered.
- (c) All the test materials will be taken back from the candidates.
- (d) No TA/DA shall be paid for appearing in the tests.
- (e) Any request for change of date of test(s) will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice, i.e., hiding any material information, misrepresentation of facts or canvassing for candidature.
- (f) The information for test will be sent on the email mentioned in the application form and Institute shall not be held responsible for the non-receipt of information due to wrong email address mentioned in the application form.
- (g) Candidates have been allowed to appear at the Test(s) **provisionally without** verification of Mark sheets/Degrees/Certificates/ validity of Certificates etc.
- (h) Mere appearance in the Test(s) or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions.
- (i) The candidates will not be allowed to appear in the Test without a valid government Photo Id Card.

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- (j) **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirement, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right to cancel the candidature of a candidate/or cancel the appointment if it is found that:
- (a) **Minimum eligibility requirements are not fulfilled.**
 - (b) **False documents submitted**
 - (c) **Any other similar valid reason.**

Note: Any guidelines/instructions received from Ministry of Education till the date of completion of Selection Process will be applicable.

Syllabus

Candidates may note that the Syllabus given below is not exhaustive but indicative only.

PART A

1. Aptitude - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance
2. Reasoning - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. General English- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
4. Data Interpretation: Pie Chart, Bar Chart, Line Chart, Table Chart,
5. General Knowledge - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs
6. Computer Fundamentals - Operating System, MS Office, Internet based operations and Database management

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PART B

1. Administrative Management: Fundamental Rules and Supplementary Rules, CCS (Leave) Rules, CCS (Joining Time) Rules, CCS (Pension) Rules, New Pension Scheme, CCS (CCA) Rules, CCS (Conduct Rule), Office procedure, Prohibition of sexual harassment of working women, Right to Information, Rules pertaining general conditions of service viz., Deputation, Lien, Travelling Allowance, Advances, LTC, Medical Attendance, CGHS etc.,
2. Matters related to Academics: Grade Point System, Technical Education in India - its governance, Policy and Administration, Examination regulations, Accreditation, Admission Procedure, National Education Policy 2020 etc.. Academic administration and Hostel Administration (from 3)
3. NIT Act & Statutes: NITSER Act and Statutes of NIT, Authorities and Officers of the Institute, Functions of Board of Governors (BoG), Finance Committee, Building and Works Committee, Senate, NIT council, Powers of the Institute, Authorities of the Institute (and their Roles and responsibilities), Code of conduct for permanent employees, resignation & retirement, Recruitment rules, etc
4. Financial Management)/ Public procurement General Financial Rules 2017, Procurement of goods and services, Rate Contract, GEM purchase procedures, Inventory management, contract management, etc Role of DDO, Income tax rules, GST rules, , Accounts & Audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & Payments, preparation of budget and its allocation, GPF rules, Pension rules, New Pension Scheme, knowledge of tally, etc..


Registrar