



**Syllabus for Written test and shortlisting criteria  
for the post of Deputy Registrar (Lien Vacancy)**

**Step-I :** The written examination will comprise two papers. The criteria for written examination are as follows:

**(1)** Paper-I: Multiple Choice Questions (MCQs):

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting Basic GoI Rules etc.	50	50	1½ hrs
2.	Questions relevant to subject / work profile of the Post	50	50	
Total		100	100	

Note- Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test (Paper-I) will be 35.

**(2)** Paper-II: Descriptive Type Questions:

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting and Basic GoI Rules, Current Affairs and / or questions relevant to subject / work profile of the Posts.	05 to 10	50 marks	1 hour

Note: The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I (min. 35 marks).

**Remarks : For the convenience of the candidates the detailed syllabus of Paper - II (Descriptive Type) is attached.**



**Step-II :** On the basis of the marks in the written test, shortlisted candidates (in the ratio of 1:15) will be called for interview. University may impose a cut off for the purpose of shortlisting for interview.

Merit of the shortlisted candidates shall be calculated on the basis of the weightage given to experience, certificate and performance in the written test as depicted below:

<b>Qualifications/Experiences/ performance in written test</b>	<b>Weightage/ Marks (Max.)</b>
Experience (Exceeding minimum required years for the post, 02 marks per year) - (Max. 20 marks)	20
Academic Qualification (10% of the Essential Qualification) (Max. 10 marks)	10
Written Test as per CRR 2018 Paper I (MCQ) Max. Marks: 100	20% of Paper I Marks [Max. 20]
Paper II (Descriptive) Max. Marks: 50 [For merit preparation]	100% of Paper II Marks [Max. 50]
Total	100



### Step III

Interview and selection of the candidates in order of merit in line with CRR 2018

Criteria	Weightage/ Marks (Max.)
60% of the total marks (out of 100) scored in Step-II	60
Interview	40
Total	100

## **Schedule of Document Verification, Written Test and Interview**

Date, Time and Venue of document verification	Date, Time and Venue of Written Test(s)	Date, Time and Venue for Interview of shortlisted candidates
Saturday – 28.12.2024 – 09.30 AM	Saturday – 28.12.2024 – 02.30 PM	Sunday– 29.12.2024 – 10.30 AM
<b>Administrative Building Central University of Rajasthan</b>		