



Central Institute of Higher Tibetan Studies

(Declared as "Deemed to be University" under section 3 of the UGC Act, 1956)

Sarnath, Varanasi

Details of written test for Direct Recruitment to the post of Assistant Registrar

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar**. by direct recruitment:

Date of Test:	18-11-2018
Reporting Time:	12:00 pm
Time of Test:	2:00 pm to 5:00 pm
Duration:	3 Hours
Venue:	Central Institute of Higher Tibetan Studies, Sarnath, Varanasi. 221007

I. Components of Written Test:

Section	Components	Marks
A	Educational Administration & Its management. Language abilities, communication and comprehension. Descriptive long/very long answer type questions.	40
B	Logical reasoning, data interpretation and Information & Communication Technology (ICT). Short answer type questions.	30
C	General Studies multiple choice / very short answer type questions	30
	Total	100

II. Syllabus:

Section A: Educational Administration and Management

(Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher 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, Delegation, 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.

Section B:

Logical Reasoning, Data Interpretation, Information and Communication Technology (ICT) (Descriptive / short answer type)

Questions will be designed to test the ability of the candidate's general mental ability and ICT awareness / information literacy.

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. Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data.

Information Communication Technology (ICT): meaning, advantages, disadvantages and uses; General abbreviations and terminology; Basics of computer, internet and e-mailing. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

Section C:

Test of General Studies (Objective/very short answer Type)

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Philosophy, Religion & Culture especially Buddhism and Tibetan Studies.

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On Philosophy, Religion & Culture especially Buddhism and Tibetan Studies, the candidates will be tested on their general understanding of the subjects.

Note:

1. The test paper shall be of total 100 Marks and duration of test shall be of 3 hours.
2. The question paper shall comprise of Section A, Section-B and Section-C and separate answer copies shall be provided to write the answers of questions of each section.
3. Section-A of the question paper shall be of descriptive / long answer type questions, Section-B shall contain the Short Answer Type Questions and Section-C shall contain the very short answer type and/or multiple choice questions.
4. There shall be no negative marking for wrong answers.
5. All the candidates securing 85 and above marks in the written test or minimum 10 candidates for a post (whichever is greater) shall be called to appear for Interview. In case the minimum number of candidates as specified above is not available the benchmark of 85 marks may be progressively lowered, so that the minimum number of candidates shall be called to appear for interview.
6. The candidates may write the answers of Section-B and Section-C of written test either in English or Hindi while it is compulsory to write answers of questions of Section-A in English.