



चरण अनुभाग  
Recruitment Section

भारतीय प्रौद्योगिकी संस्थान भिलाई  
जिला-दुर्ग, छत्तीसगढ़-491002  
Indian Institute of Technology Bhilai  
Dist.- Durg, Chhattisgarh - 491002  
Website: [www.iitbhilal.ac.in](http://www.iitbhilal.ac.in)

क्रमांक /No. IITBhilai/StaffRec./2025/1501

दिनांक/Date: 28.05.2025

**सूचना/NOTICE**

**Recruitment for the post of Assistant Registrar**      **Ref: Advertisement No. IIT**  
**Bhilai/Staff Rec.2024/02 Date: 17.09.2024**

With reference to the representation received from the applicants against the Notice bearing No. IITBhilai/StaffRec./2025/77 dated 29.04.2025, in connection with the list of shortlisted/not shortlisted applicants for the post of Assistant Registrar (Post Code: 801), we have reviewed the provisional list of not shortlisted applicants. After careful consideration, we have found that candidates from the list of not shortlisted applicants, the following additional candidates have also been declared eligible for the next stage of the selection process for the post of Assistant Registrar (Pay Level 10, Group A).

| Sr No. | Application ID           |
|--------|--------------------------|
| 1      | Assistant Registrar- 180 |
| 2      | Assistant Registrar- 257 |
| 3      | Assistant Registrar- 316 |
| 4      | Assistant Registrar- 361 |
| 5      | Assistant Registrar- 369 |

All others of the aforementioned list dated 29.04.2025 remain unchanged.

**टिप्पणी/Note:**

1. Applicants who are shortlisted are purely based on the information provided by the candidates in the application form through the online portal.
2. Action taken on the representations is informed through personal email.
3. No further correspondence shall be entertained by the institute for the said post in the future.

**Syllabus for the post of Assistant Registrar**

All the candidates are expected to study the following syllabus for the post of Assistant Registrar and prepare accordingly. No separate email intimating the syllabus will be sent to individual candidates by the institute. The institute will not be responsible for non checking/ delay in checking the syllabus by the candidate and claiming for any relaxation in this regard in the future.

*Jayen*



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**SYLLABUS**

The following pattern for the written exam

- 1) Test on Knowledge of English and Communication Skills including noting, drafting etc.
- 2) General Knowledge & Current Affairs, Reasoning and Numerical ability.
- 3) Computer Skill Test.
- 4) **Service Matters:** FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, IIT Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme
- 5) **Financial Administration:** General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Banking procedures of budgeting.
- 6) **Public Procurement:** Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

The institute would intimate the schedule of the written test and Interview shortly on the website to the candidates who have been provisionally shortlisted.

**Document Verification Requirement for Shortlisted Candidates**

The shortlisted candidates must produce all the documents in original for document verification to prove their claim about their eligibility, including Date of Birth, Education Qualification, PWD certificate, Service/Experience Certificate relevant to the post from their employer (past and current), Professional certification, etc. IIT Bhilai reserves the right to determine the relevance of any professional experience to the post applied.

If the candidate is not able to produce all the relevant documents in the original form for document verification, and/or if the information provided by the candidate is found to be incorrect, the candidature will stand automatically cancelled without any further notice.

*All concerned are hereby advised to keep visiting the Institute website regularly for any further updates.*

कुलसचिव/Registrar  
भा.प्रौ.सं. भिलाई /IIT Bhilai

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