



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A Central University)

Scheme of Examination for promotion through Limited Departmental Competitive Exam (LDCE) 2025 to the Post of Assistant Registrar, Pay level - 10

Name of Post – Assistant Registrar
Pay Level – 10
No. of Posts – 01

I. SCHEME OF THE EXAMINATION:

Written Test		ICT proficiency test	Interview	Total Marks
1		2	3	4
Paper-I Objective	Time: (01 hour)	Max. marks Allowed: (40 marks)	(15 marks) Time: 30 minutes	(15 marks) Time: 10 minutes
Paper-II Descriptive	Time: (01 hour)	Max. marks allowed: (30 marks)		100 marks

II. TEST COMPONENTS

Components	No. of Questions	Marks	Duration
1	2	3	4
Paper-I: (Objective) General Studies	40	(each of 01 marks) 40	01 hour
Paper-II (Descriptive) University Administration	5-10	30	01 hour

Note:

1. There shall be no negative marking for wrong answers.
2. The minimum qualifying marks shall be 40% for the unreserved posts and 35% for SC/ST/PH category *in each of the paper I, II and ICT proficiency test. Separately.*
3. The candidates may write answers in English or Hindi.
4. Final selection will be subject to the fitness (service records) of the candidate as per the CRR/GoI service rules.
5. Date of the Written Test/Skill Test/Interview will be communicated in the course of time on the University Website www.hnbgu.ac.in .

III. SYLLABUS:

Paper-I: General Studies:

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, Constitution of India, Organization of the machinery of the Government of India and HNB Garhwal University, Educational Policy of the Government of India and its regulatory bodies, elementary Math (10th level), public administration and rules of governance.

Paper-II: University Administration:

Candidates are expected to have knowledge of the following: -

- (i) Central University Act- 2009, HNBGU Statutes and Ordinances -
- (ii) Fundamental and Supplementary Rules –
- (iii) General Financial Rules
- (iv) CCS (Conduct) Rules –
- (v) CCS (Leave) Rules –
- (vi) CCS (LTC) Rules –
- (vii) CCS (T.A.) Rules –
- (viii) CCS (Pension) Rules –
- (ix) General Rules on Pay and Allowances –
- (x) Reservations and Concessions in Appointments –
- (xi) The Right to Information Act, 2005 –
- (xii) Application of Information Communication Technology (ICT) and other modern technologies in the University system –
- (xiii) UGC regulations 2009 onwards

ICT proficiency test: Speed and correctness in computer typing (Hindi and English) with working knowledge of ICT tools.

IV. GENERAL CONDITIONS FOR THE EXAMINATION:

- (i) This is a competitive examination and not a qualifying examination for promotion. The number of persons to be selected on the basis of result of the examination for appointment will be subject to the number of vacancies in the grade of Assistant Registrar, falling for departmental examination quota in that particular year. No candidate will therefore, have any claim for appointment/promotion on the basis of his performance in the examination as a matter of right on future vacancies.
- (ii) Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to his conduct in service that he/she is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
- (iii) Mere submission of application will not confer any right to the candidates to appear for the Limited Departmental Competitive Examination. Only such candidates will be allowed to appear for the examination who are found eligible as per eligibility criteria mentioned in the Cadre Recruitment Rules of the University. Decision of the University in this regard shall be the final.
- (iv) A candidate who is or has been declared by the University to be guilty of:-
 - a) *Obtaining support for his candidature by any means or*
 - b) *Impersonating, or*
 - c) *Procuring impersonation by any person, or*
 - d) *Submitting fabricated document or documents which have been tampered with, or*
 - e) *Making statements which are incorrect or false or suppressing material information, or*
 - f) *Restoring to any other irregular or improper means in connection with his/her candidature for the examination, or*

- g) *Using unfair means during the examination, or*
- h) *Writing irrelevant matter, including obscene language or pornographic matter in the script(s), or*
- i) *Misbehaving in any other manner in the examination hall, or*
- j) *Harassing or doing bodily harm to the staff employed by the University for the conduct of their examination, or*
- k) *Violating any of the instructions used to candidates along with their Admission Certificates, permitting them to take the examination, or*
- l) *Attempts to commit or as the case may be abetting the University of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-*
 - 1) *To be disqualified by the University in the examination for which he is a candidate, and/or*
 - 2) *To be debarred either permanently or for a specific period:-*
 - (i) *by the University from any future examination or selection;*
 - (ii) *by the University from any employment; and/or*
 - 3) *To disciplinary action under the appropriate rules.*

Provided that no penalty under this rule shall be imposed except after

- (i) *giving the candidate an opportunity of making such representation, in writing, as he/she may wish to make in that behalf, and*
- (ii) *taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.*

Sd
Prof. Rajendra Singh Negi
Chairperson