



No.10/SPAV/Estt./Non-Teaching/AR-Syllabus/2026

Date: 21.08.2026

SELECTION PROCEDURE FOR THE POST OF ASSISTANT REGISTRAR
(Advt. No. SPAV/02/2026 Dt:08.08.2026)

1. The selection process shall be consisting of two stages i.e. Stage-I: Written test & Stage-II: Interview. Selection will be based on performance in the Written Test and Interview. Preliminary screening through written test will be conducted as per the following pattern to shortlist the candidates for further selection process i.e Interview.

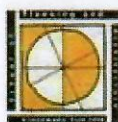
2. Pattern of the Written Test:

- Part-A: 20 Multiple Choice Questions of 1 Mark Each. 0.25 Negative Marks for every wrong answer.
- Part-B: 50 Multiple Choice Questions of 1 Mark Each. 0.25 Negative Marks for every wrong answer.
- Duration: 90 minutes
- Total Marks: 70

3. Syllabus for the Post of Assistant Registrar:

Part 'A' – General Intelligence (Marks-20)

A (i)	General English - Tenses, Active and Passive Voice, Direct & Indirect speech, Correction of sentence, One word substitutes, Articles, Clauses, Synonyms, Antonyms, Idioms & Phrases.	5 Marks
A (ii)	Quantitative Aptitude and Reasoning - Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Problems on Numbers, Square root, Cube root, Time and Distance, Mensuration and, Other Basic Arithmetic related problems, Number Series Compilation, Missing Number finding, Pattern series, Direction Sense Test, Series Compilations, Classification, Missing Character finding, odd man out, Blood relations, Analogy, Coding & Decoding, Letter & Symbol Series, Verbal reasoning, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Pie Chart & Bar Chart etc.	5 Marks
A (iii)	General Knowledge and Current Affairs - Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Days and Years, Current Affairs, Government Schemes related to Ministry of Education etc.	5 Marks

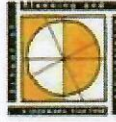


योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

A (iv)	Computer Awareness - Characteristics of Computers, Computer Organisation/Configuration including RAM, ROM, File and Folder Systems, Input/ Output Devices, Computer Software, Relationship between Hardware and Software (Open source and licensed), Operating System, MS Office (exposure to Word, Excel/Spread sheet, Power Point), Search Engines, Browsers, Internet, Mail merging, Servers, Computer Peripherals, Tally, ERP, ICT in Education, Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance.	5 Marks
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Part 'B' – Domain Knowledge (Marks-50)

B (i)	Academic Administration with Special reference to SPA's: SPA Act, Statutes and Academic ordinances of SPA, Vijayawada; Role and Functions of Board of Governors, Senate, Finance Committee and Building & Works Committee.	5 Marks
B (ii)	General Administration and Service Rules Fundamental Rules (FR's) & Supplementary Rules (SR's) CCS (Conduct) Rules, 1964; CCS(CCA) Rules, 1965 TA Rules; LTC Rules, 1988; CCS (Leave) Rules, 1972; CS (MA) Rules, 1944, CCS (Pension) Rules 1972 & 2021 GPF, National Pension System (NPS) Pay & Addition to Pay, Pay Fixation, CEA, Confirmation of appointment, allowances, Joining Time Rules, Reservation in appointment, Deputation, Foreign service, Lien, Dismissal, Removal and suspension, Legal Knowledge etc.	15 Marks
B (iii)	Government Acts relevant to Academic Administration The Right to Information Act, 2005 NEP 2020 with special emphasis on Higher Education, Regulatory bodies in Higher Education, Accreditation and ranking of Higher Education institutions; POSH Act, Anti Ragging Act	5 Marks
B (iv)	Finance & Accounts: General System of Financial Management, PFMS, Contract Management Budget formulation – Receipts and Expenditures, Accounting and Audit system, Role of DDOs. Income Tax Act with focus on Salary Income, e-TDS Goods and Service Tax Rules Common format of accounts for Central Autonomous Bodies and audit of Central Autonomous Bodies, Comptroller & Auditor General of India etc.	10 Marks



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B (v)	Stores & Purchase: Procurement of Goods and Services, GFR-2017 & subsequent amendments, GeM Rules & Procedures, Central Public Procurement (CPP) Portal, Tendering and Procuring, Labour codes etc.	10 Marks
B (vi)	Office Procedures: Office Procedures, Noting, Drafting, Forms and Procedure of Communication, File Management System, Aids to processing, Record management etc.	5 Marks

4. Selection Process: There shall be a written test for shortlisting, marks of which will be considered for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview.

Interview is a part of the recruitment/selection process, the number of candidates to be called for interview with respect to the number of posts advertised shall be in the ratio of 5:1. On the basis of the performance of candidates in the written test, a shortlist of maximum 5 candidates, in order of merit, will be drawn, subject to they getting marks above the cut-off as decided by SPAV (in case of tie in marks/ score, all the candidates with equal marks shall be called for further selection process).

The final selection will be based on Performance in the written test (70 Marks) and interview (30 Marks).

Note:- 1. The Syllabus is suggestive and indicative in nature having only broader areas for reference. The Candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.

2. As per point No.9 under General Terms and Conditions of Advt No.SPAV/02/2026 Dt: 08.08.2026, All the queries pertaining to this recruitment process shall be entertained up to 6 months only from the date of declaration of results.


Registrar I/c, SPAV