

## **IIITDM Kancheepuram - Recruitment of Non-Teaching Posts**

(Advt.No.IIITDMK/R/3/2019 Dated: 19th June, 2019 )

### **List of Shortlisted Candidates and Written test/Interview Schedule for the post of Assistant Registrar (Accounts)**

<b>Educational Qualification</b>	A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record.
<b>Desirable</b>	M.Com or MBA in area of Finance & Accounts from reputed institutions or Chartered / Cost accountant along with Post Graduate qualification with requisite experience. Well versed in FR SR, General Financial Rules, Admin & Estt. Computer Accounting system with the knowledge of tally. Experience in handling Finance and Accounts / Auditing / Stores & Purchase including regulations relating to purchase, store accounting etc in educational institute / industrial establishment etc. Excellent in oral and written communication. Proficient in management with interpersonal skills.
<b>Additional Scrutiny criteria</b>	<ul style="list-style-type: none"><li>• 55% throughout academic career</li><li>• UG/PG/Experience relevant to the post applied for</li></ul>

**Written test : 30. 10. 2019 (Wednesday) - 10:00 AM (Reporting Time : 08: 30 AM)**

**Interview : 31. 10. 2019 (Thursday) - 10:00 AM**

(only for the candidates shortlisted from written test)

**Venue : Admin Block, IIITDM Kancheepuram, Chennai - 600 127.**

#### **Application Numbers of Shortlisted Candidates**

1903ARR0001	1903ARR0013
1903ARR0007	1903ARR0018
1903ARR0008	1903ARR0019
1903ARR0009	1903ARR0024
1903ARR0010	1903ARR0027

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<b>Application Numbers of Shortlisted Candidates</b>	
1903ARR0030	1903ARR0085
1903ARR0032	1903ARR0090
1903ARR0039	1903ARR0096
1903ARR0040	1903ARR0100
1903ARR0042	1903ARR0112
1903ARR0045	1903ARR0114
1903ARR0046	1903ARR0116
1903ARR0047	1903ARR0118
1903ARR0049	1903ARR0119
1903ARR0050	1903ARR0120
1903ARR0054	1903ARR0125
1903ARR0056	1903ARR0126
1903ARR0057	1903ARR0128
1903ARR0061	1903ARR0129
1903ARR0062	1903ARR0130
1903ARR0064	1903ARR0135
1903ARR0067	1903ARR0137
1903ARR0068	1903ARR0138
1903ARR0069	1903ARR0142
1903ARR0070	1903ARR0143
1903ARR0074	1903ARR0147
1903ARR0075	1903ARR0148
1903ARR0078	1903ARR0150
1903ARR0153	

- ❖ All the shortlisted candidates are required to bring original mark sheets, degree certificates and experience certificates at the time of interview for verification. Employees serving in Govt. Organizations /autonomous bodies are to submit No Objection Certificate from the present employer. Only the Candidates satisfying the verification process will be permitted to attend the written Test.

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## **Syllabus for the post of Assistant Registrar (Accounts)**

### **Written Test for the post of Assistant Registrar (Accounts)**

**Total Mark:** 100

**Total Time:** Two and Half Hours; Calculators are allowed.

**PART A:** Objective questions: There will be SIXTY questions. Each question carries one mark.

60 X 1 = 60 Marks.

**PART B:** Descriptive Questions: There will be 6 Questions out of which 4 questions have to be answered; 4 X 10 = 40 Marks

**Syllabus for Part A questions:**

- i. **Accounting:** Questions shall test the basic principles of accounting, BRS, preparing financial statements in prescribed accounting standards.
- ii. **Income tax & GST:** Questions shall test the practical knowledge of filling TDS quarterly returns, personal income tax, various section of taxation pertaining to TDS and individual tax computations. Questions shall test the practical knowledge of GST payment as admissible to educational Institutions, filling GST returns etc.
- iii. **Central Government Rules :** Candidates should possess a good knowledge of Central Government rules in performing duty as Assistant Registrar (Accounts)

**Syllabus for Part B questions:**

- i. The syllabus for Part B questions is the same as that of Part A.
- ii. Descriptive questions/Practical problems may be asked covering the above subjects.

