



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Vangali, Sabbavaram, Anakapalli, Andhra Pradesh – 531 035

Notice Ref. No. IIPE/NTS Advt. 2024-25/AR/03

Date: 26 March, 2026

## NOTICE

**Subject: Syllabus for Written Test & Computer Proficiency Test for the post of Assistant Registrar.**

**Ref. :** (i) IIPE Advertisement No. IIPE/NTS (Regular)/01/2024-25 dated 15.03.2025.

(ii) IIPE Notice Ref. No. IIPE/NTS Advt. 2024-25/AR/02 dated 24.03.2026.

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With reference to the above, the indicative syllabus for **Written Test** which may consists of Multiple-Choice Questions (MCQs), Fill in the Blanks, Case Studies, True/False statements, and Descriptive type questions; and **Computer Proficiency Test (CPT)** for the post of **Assistant Registrar**, is as follows:

<b>Written Test</b>	<p><b>(i) General Awareness about the Institute:</b> IIPE Act, IIPE Statutes; IIPE Ordinances; IIPE Rules &amp; Regulations; Other information related to IIPE available on the Institute's Website which includes Placements, MOUs, Workshops &amp; Conferences, R&amp;D Projects, Events, Academic Calendar, Convocation &amp; Departments of IIPE.</p> <p><b>(ii) Administration &amp; Establishment:</b> CCS (Conduct Rules); CCS (CCA) Rules; CCS (Leave Rules); FR &amp; SR covering Service matters; TA/DA Rules; LTC Rules; Joining Time Rules; CGHS &amp; CS (MA) Rules; RTI Act &amp; Vigilance; CCS (Revised Pay Rules 2016); Pay Fixation; Advances; Rules related Allowances to CG employees; GPF, CPF, NPS &amp; UPS; Office Procedures &amp; Forms of Communication; Recruitment Rules; Rules of Deputation, Foreign Service &amp; Lien; Reservation in appointments &amp; promotion; Permissible &amp; Non-permissible activities; Retirement &amp; Superannuation, Resignation, Removal and Dismissal; Seniority, DPC and Promotion; MACP Scheme; Gratuity Rules; Other Service Matters &amp; Welfare measures of employees; Pension Rules; Record Retention Schedules; Labour Laws; POSH Act.</p> <p><b>(iii) Purchase &amp; Stores:</b> GFR-2017; Procurement of Goods, Services and Works; Modes of Procurement &amp; Tendering; CPPP &amp; GeM Rules and procedures; Contract Management; Inventory Management and Control; Procurement Manuals; Import of Goods; Preference to Make in India guidelines; Stores &amp; Issue; Write off, condemnation &amp; disposal of goods.</p> <p><b>(iv) Finance &amp; Accounts:</b> General Financial Rules; Roles of DDO &amp; PAO; Accountancy; Income Tax &amp; GST Act and relevant rules; Central Government Accounts (Receipts &amp; Payments)</p>	<p><b>Maximum Marks: 80</b></p> <p>This may include MCQs, Fill in the blanks, Case Studies, True/False Statements, and descriptive questions.</p>
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	Rules; Budget formulation & implementation; Accounting of Grant-in-Aid; Financial Statements for CABs and HEIs; Delegation of Financial Powers Rules; Basic knowledge on FCRA & CSR; PFMS and TSA; Internal Corpus; Auditing covering conceptual and practical aspects; Role & functions of C&AG.  <b>(v) Academic Administration:</b> Academic Programmes, Admission (JEE, GATE & JAM) and Registration procedures; Grade Point System, CGPA/ SGPA, Academic Credit System etc.; Scholarships, Reservations and Seat Matrix; NEP 2020.	
<b>Computer Proficiency Test (CPT)</b>	The Computer Proficiency Test may include MS Word, MS Excel and Power Point etc.	<b>Maximum Marks - 20</b>
<b>Note:</b> The syllabus given above for written Test & CPT is indicative only which may cover other topics/ areas which are not mentioned herewith, but are followed in the regular educational institutions of national importance like IITs/IITs/NITs etc.		

**Cc:** Helpdesk, IIFE, to place the copy on the Institute's Website.

*Amal P. Singh*  
 26/03/2026  
**Registrar, IIFE**  
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 R. P. DWIVEDI  
 Registrar  
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 Visakhapatnam

