



## NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

### Syllabus for the written/ skill test for the recruitment of Assistant Registrar

**Ref: Advt No.: NLUO/NT-R-001/10-01-2023**

	Particulars	Marks
<b>Round-I</b>	<b>Written Test</b>	<b>50 marks</b>
	General Knowledge	10 marks
	English <ul style="list-style-type: none"><li>• Fill in the blanks</li><li>• Precis</li></ul>	10 marks
	Skill of Drafting and Noting	10 marks
	Knowledge of Human Resource Management	10 marks
	Knowledge of Accounts	10 marks
Top 30 candidates shall be called for the skill test and interview.		
<b>Round-II</b>	<b>i) Skills Test</b>	<b>30 marks</b>
	Knowledge of MS Word	10 marks
	Knowledge of MS Excel	10 marks
	Knowledge of MS PowerPoint	5 marks
	Knowledge of Google Form	5 marks
	<b>ii) Interview</b>	<b>20 marks</b>

**Note:** There will be no negative marking in the written and skill test.

The final merit list shall be prepared among the above mentioned top 30 candidates by including the marks obtained cumulatively in the Written Test + Computer Skills Test + Interview Marks.