

**Madan Mohan Malaviya University of Technology, Gorakhpur-273010**

**Syllabus for Written Test and Skill Test for the Post of Controller of Examination**

<b>S.N.</b>	<b>Test Component</b>	<b>Time Duration</b>
1.	Letter Writing, Noting, Drafting, Emails etc. involving aspects of University Office activities, Pre and Post Examination processes, NEP-2020, Purchase rules, GEM Procurement, E tendering Process, Knowledge of the University Non-Teaching Employees (Terms & Conditions) of Service. The UP Government University Act, Statutes and Ordinances. Governance of Colleges. Regulations related to various University Examinations and courses of study, Reservations and Concessions for SC, ST, OBC, and PH etc.	01:00 Hours
2.	Knowledge of Computer including knowledge of Office Suite (Word, Excel, Power Point, Outlook, One Note), Working Knowledge of examination software and results automation, Samarth ERP System.	01:00 Hours