राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड

NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND

(An Institute of National Importance under Ministry of Education, Govt. of India)

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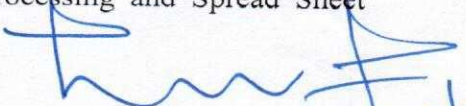
Ref: NIT-N/ RECT-NT/2022/05-008   Date: 18/05/2022

Written Examination for the Post of Junior Assistant
Ref: Advt. No. NIT-N/RECT-NT/2021/12 dtd. 23/12/2021:

1. In addition to the conditions stipulated as a part of general information those were already provided in the Advertisement of the Institute as above, the following conditions shall also be adhered which may kindly be noted by all concerned.

2. Personal Interviews will not be conducted for the post of **Junior Assistant** in accordance with the communication vide Ref. F.No.35 - 4/2016–TS.III dtd. 11/ 12/ 2019 of Ministry of Education under the extant rules.

3. On the date of Written Examination, Skill Test will be conducted for about 30 minutes duration for **Junior Assistant**. This Skill Test will only be of qualifying nature.

4. The skill test for the post of **Junior Assistant** is for evaluating the candidates' ability to perform regular day-to-day activities. As a part of the skill test, any three of the following tasks will be given and evaluation will be based on the performance of best two of the tasks assigned. The qualifying marks for the skill test is 50%.

Skill test fields:	Filling up of various forms, bank challans, indexing and filing, book keeping, basic accountancy, use and updating of stock registers, photo copying, Inward entries, preparation of dispatch schedule, etc.

5. The candidates who qualify in the Skill Test for the **Junior Assistant** Post shall have to appear for the written examination, which consists of two parts as below followed by a Typing test:

6. The written examination consists of two parts as below:

   (i) Theory Examination of 2 hours duration for 100 marks. The paper contains Questions of MCQs / Short Descriptive type and questions on Letter/ short essay/ noting & drafting and Precis writing and Comprehension.

   (ii) Practical Examination using computer in Word Processing and Spread Sheet with basic Skills for 50 minutes duration for 50 marks (20 Marks Word Processing and 20 Marks for Spread Sheet Work + 10 marks viva voce during the course of conducting the entrusted Word Processing and Spread Sheet Work).

(iii) After the Written Examination, Typing Test shall be of 30 minutes duration where candidates would be provided with a typing text manuscript and they have to complete the typing within the prescribed time duration in the Institution computer.

(iv) No negative marks will be given for attempting wrong answers while answering the question paper containing MCQs. However, for each five missing/ wrong words, one mark will be deducted in the Typing test.

(v) The Written Examination pattern, syllabus and the test modalities for the above said Post of Junior Assistant shall be as under:

Syllabus for Practical Examination:

S. No.	Areas	Syllabus For Practical Examination
1	Computer operations	Operation of PCs and the associated devices and gadgets for performing office work.
2	Word Processing	Using Microsoft Word for the preparation of scientific manuscripts with tables, footnote, figures and equations – Basic level
3	Spread Sheet	Using Microsoft Excel Spread Sheet for the preparation and analysis of Scientific data, Accounts application, Academic / Examination Section Applications; using of formulae and performing basic mathematical operations, sorting of data, etc., – Basic level

Syllabus for the Theory (written) Examination:

General studies and current affairs: General Knowledge about India, North East and Nagaland; Current events of national and international importance; General issues on Environmental Ecology, Bio-diversity and Climate Change; Functioning of Government Organisations, Five Year Plans in India; Science & Technology in India.
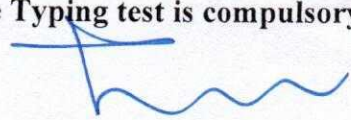
English Language: English usage and grammar, Vocabulary and synonyms/ antonyms and Letter/ short essay/ noting & drafting and Precis writing and Comprehension at Senior Secondary (10 + 2) level.

Computer awareness: Basic knowledge of Computer Applications, MS Word, MS Excel, Power Point etc. Internet, e-mail, MS-DOS, Windows etc.

Qualitative aptitude: Areas and Volume; Averages; Heights and distances; L.C.M and H.C.F; Percentage; Points, lines and angles; Ratio and Proportions; Speed, Distance and Time; Time and Work. History, Geography, Accountancy, Economics and Science at Senior Secondary (10 + 2) level.

The passing marks for the written examination is 60% in both Theory and Practical (i.e., Word Processing, Spread sheet and viva) Examinations.

The Typing Test shall be arranged after the written examination, which shall be of thirty minutes duration where manuscript containing 1050 words would be given, and the same has to be Transcripted in one hour by the candidates in the Institution computer. For each 5 missing/ wrong words one mark will be deducted. **The passing marks for the Typing test is 60% and passing in the Typing test is compulsory.**

18/05/22

7. The selection of candidate for offering Appointment is based upon the performance in Written Examination (Theory and Practical [i.e., Word Processing, Spread Sheet and Viva Voce]) as well as in the Typing test together by following the weightage of marks as detailed below:
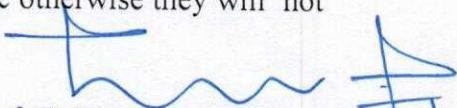
Total Marks Scored = the component of 60% of the Theory Examination + 20% of the Practical Examination of Word Processing & Spread Sheet and Viva Voce + 20% of the Typing test.

The minimum marks required for the consideration for appointment is 60% of the total marks sored in the Theory Examination, Practical Examination of Word Processing & Spread Sheet and Viva-voce and the Typing test put together as calculated above.

8. If more than one candidate scores same marks, the rank will be decided based on an additional fresh examination on the respective subject areas of 1hour duration at Senior Secondary (10 + 2) level.

9. **General Instructions:**

a) The list of the shortlisted candidates for appearing the scheduled written test as in para 3 above for the above posts have been uploaded on the Institute website. However, if any candidate whose name has appeared in the said list is unable to receive the intimation of the examination through e-mail or speed post, he/she may appear for the test with the proof of his/ her identity along with copy of the application/ copy of the DD / proof of payment made for making such application against the above advertisement for the said post of Technicians.

b) No request for change of venue for the written examination/ date shall be considered under any circumstances.

c) The shortlisted candidates are to abide by the Protocol as well as SOP in connection with COVID-19 as adopted by the Government of Nagaland as on date of their travel and appearing for the afore mentioned test in this Institute.

d) The candidates needing special assistance, are required to inform the undersigned through e-mail registrar@nitnagaland.ac.in or over Phone No. 09840778590/ 09443208298 or Dr. Arul Valan, Assistant Professor & HoD, Data Centre, NIT Nagaland through e-mail: valan@nitnagaland.ac.in over Phone No. 09443109434 at least 5 days before the scheduled date of examination so that necessary arrangements can be made.

e) Electronic devices of any form shall not be allowed during the Examination. The decision of the Institute Authorities about the nature of such electronic devices are final and binding upon the candidates appearing the test/ examination.

f) The candidates those are currently serving in the State Government, Central Government, Quasi-Government, Public Sector Undertakings/ Units/ Enterprises, Autonomous Institutes of State and Central Governments, etc., are required to produce "No Objection Certificate (NOC)" from their Head of the Institution for attending the Written examination/ typing test in this Institute otherwise they will not be eligible to attend the Written examination/ typing test.

Prof. R. Kumar Registrar 18/05/22
Registrar (I/C)
National Institute of Technology Nagaland
Chumukedima-797103, Nagaland