



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड  
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND  
(An Institute of National Importance under Ministry of Education, Govt. of India)  
Chumukedima, Dimapur  
Nagaland - 797 103

E-mail: [registrar@nitnagaland.ac.in](mailto:registrar@nitnagaland.ac.in)  
Ph: +91-3862-241821  
Cell: 09840778590

Prof. R. Kumar  
Registrar (i/c)

Ref: NIT-N/ RECT-NT/2022/06-003

Date: 08/06/2022

**Interview for the Post of Assistant Registrar**  
**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 this Institute as above, the following conditions shall also be adhered which may kindly be noted by all concerned.
2. Interview will be conducted for the post of **Assistant Registrar** for the selection of the candidates for offering regular appointment.
3. Due to large number of responses against only one vacancy, Written Test for 2 hours duration for 100 marks will be conducted for further shortlisting of candidates for appearing for the Interview. As the written test is being conducted only for further shortlisting of candidates, the marks scored in the written test shall not be taken for ranking of the candidates. It is treated only as indicators for shortlisting criteria for interview.
4. The Written Test consists of two parts as detailed below:
  - (i) One part (Part I) of the paper contains Questions of MCQs / Short Descriptive type and the other part (Part-II) contains questions on Letter/ short essay/ noting & drafting, Case studies and Precise writing and Comprehension.
  - (ii) Appearing both Part-I and Part-II of Written Test is compulsory. Candidates shall have to appear both Part I and Part II of the Written Test for the consideration for shortlisting for the Interview.
  - (iii) No negative marks will be given for attempting wrong answers while answering the question paper containing MCQs.
  - (iv) The Written Test pattern, syllabus and the test modalities for the above said Post of Assistant Registrar shall be as under:

**5. Syllabus for the Written Test:**

**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 Precise writing and Comprehension at Senior Secondary (10 + 2) level.

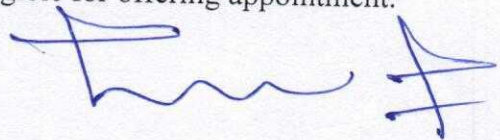
**Computer awareness:** Basic knowledge of Computer Applications, MS Word, MS Excel, Power Point etc. Internet, e-mail, MS-DOS, Windows etc.

**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.

**Government of India Rules and Procedures for Educational Institutions:** Procedures followed in Central Government Educational Institutes, Government Offices, Rules and Regulations like Fundamental Rules and Supplementary Rules, General Financial Rules, Purchase Procedure, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965. Rules regarding: Leave, LTC, CPDA, NPS, Children Educational Allowance, HRA, Medical claim, ESI, TA, Retirement and Recruitment. GFR 2017, Constitution and functioning of statutory bodies and the educational Institutions, Regulations for students, Scholarships and Sponsored Projects.

**Management and Law:** Principle of Management, Human Behavior, First Aid, Time and Motion Study, Optimal utilization of resources. Industrial disputes Act, Workmen Compensation Act, Minimum Wages Act, RTI Act, RTE Act., and Consumer Protection Act, CPWD procedures and Arbitration Act, Income Tax and GST Act. Management of Students Hostel. Financial Management and Accountancy concerning the establishments of Government of India.


6. Based upon the performance in Written Test, candidates will be shortlisted for attending the Interview on the subsequent days for which the list will be published on the web-site during evening on the day or the next day of the Written Test. Interested outstation Applicants can avail the accommodation in the Institute Hostel if they wish and for this purpose the concerned Applicants may come prepared for staying for atleast 2/3 days.
7. The process of shortlisting and the criteria for selection for appearing for the Interview are given below:
  - (i) Candidates shall have to appear both Part I and Part II of the Written Test for the consideration for shortlisting for the Interview.
  - (ii) The average of the marks (arithmetic mean) scored by the candidates in both Part 1 and Part II of the written test added together will be evaluated.
  - (iii) The cutoff mark for selection for appearing for the interview will be 50% of average of the marks scored by the candidates in both Part 1 and Part II of the written test added together.
  - (iv) The candidates scoring 0 (Zero) mark in either of the Part I and Part II or less than 50% in average in both Part 1 and Part II of the written test added together will not be called for the Interview and will not be considered for further selection process and thus not eligible for offering appointment.



8. The selection for offering appointment for the post of Assistant Registrar is only based on the performance of the candidates in the Interview.
9. In the Interview, the candidate shall make presentation for 5 minutes about his/her skills for the job of Assistant registrar, his/her suitability for the position of Assistant Registrar and his/her understanding about National Institutes of Technology. Candidates are advised to come prepared with PowerPoint Presentations prior to reporting for written examination. The maximum duration of the Interview shall be 20-25 minutes.

**10. 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 Written Test/Interview 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 Assistant Registrar.
- b) No request for change of venue for the written test and Interview/ 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](mailto:registrar@nitnagaland.ac.in) or over Phone No. 09840778590/ 09443208298 or to Dr. Arul Valan, Assistant Professor & HoD, Data Centre, NIT Nagaland through e-mail: [valan@nitnagaland.ac.in](mailto:valan@nitnagaland.ac.in) over Phone No. 09443109434 at least 5 days before the scheduled date of Written Test/Interview so that necessary arrangements can be made.
- e) Electronic devices of any form shall not be allowed during the Written Test/Interview. The decision of the Institute Authorities about the nature of such electronic devices are final and binding upon the candidates appearing the test/ Written Test/Interview.
- 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 Test and Interview in this Institute otherwise they will not be eligible to attend the Written Test and Interview.

  
Registrar 08/06/22  
**Prof. R. Kumar**  
**Registrar (I/C)**  
**National Institute of Technology Nagaland**  
**Chumukedima-797103, Nagaland**