



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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Prof. R. Kumar
Registrar (i/c)

Ref: NIT-N/ RECT-NT/2022/06-004

Date: 08/06/2022

Written Examination for the Post of Superintendent
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. Personal Interviews will not be conducted for the post of **Superintendent** 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. Competitive Examination/ Written Examination will only be conducted for the selection of the candidates for offering appointment.
3. 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, Case studies and Precis writing and Comprehension.
 - (ii) Practical Examination using computer in Word Processing and Spread Sheet with basic Skills for 60 minutes duration for 50 marks (20 Marks Word Processing and 30 Marks for Spread Sheet Work).
 - (iii) No negative marks will be given for attempting wrong answers while answering the question paper containing MCQs.
 - (iv) The Written Examination pattern, syllabus and the test modalities for the above said Post of Superintendent 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 regular office work as Superintendent.
2	Word Processing	Using Microsoft Word for the preparation of scientific manuscripts with tables, footnote, figures and equations – Basic level, header and Footer.
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.

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. Constitution and functioning of statutory bodies especially educational Institutions, Regulations for students, Scholarships and Sponsored Projects.

Management: Principle of Management, Human Behavior, Minimum Wages Act, First Aid, Time and Motion Study, Optimal utilization of resources. Management of Students Hostel, Strategy management

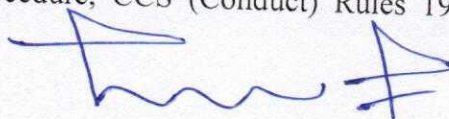
The passing marks for the written examination is 60% in both Theory and Practical (i.e., Word Processing and spreadsheet) Examinations.

4. The selection of candidate for offering Appointment is based upon the performance in Written Examination (Theory and Practical [i.e., Word Processing and Spread Sheet]) test together by following the weightage of marks as detailed below:

Total Marks Scored = The component of 70% of the Theory Examination + 30% of the Practical Examination of Word Processing & Spread Sheet.

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 and Spread Sheet put together as mentioned above.

5. 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 one hour duration in the topics of Rules and Regulations like Fundamental Rules and Supplementary Rules, General Financial Rules, Purchase Procedure, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965.



6. 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 appears 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 Superintendent.
- 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 or 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 (i.e., both theory and Practical) in this Institute otherwise they will not be eligible to attend the Written examination (i.e., both theory and Practical).



Registrar 08/06/22

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