

राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
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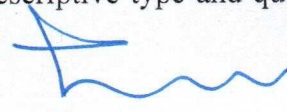
Ref: NIT-N/ RECT-NT/2022/04-61

Date: 18 /04/ 2022

Written Examination for Office Attendant/ Laboratory Attendant

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 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 **Office Attendant/ Laboratory Attendant** 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 specified as date of Written Examination, Skill Test will be conducted for about 45 minutes duration for **Office Attendant/ Laboratory Attendant**. This Skill Test will only be of qualifying nature.
4. The skill test for the post of Office Attendant/ Laboratory Attendant is evaluating the candidates' ability to perform regular day-to-day activities usually as called for assisting Director, Registrar, Deans, HoDs, Accountant, Students Activity and Sports Officer, Executive Engineer etc. and attending the sundry duties for Hostel Mess, Water Pumping Plant, Data Centre, Medical Room, Departments, Transport Section, Workshops, Laboratories, Vehicles and Ambulance Maintenance, Academic / Examination Section, Library, Estate Office, DAK section, dispatch Section, such other duties as assigned etc. As a part of the skill test, three tasks will be given and evaluation will be based on the performance of all the three tasks together. The qualifying marks for the skill test is 60%.
5. The candidates who qualify in the Skill Test for the **Office Attendant/ Laboratory Attendant** Post shall have to appear for the written examination, which consists of two parts as below:
 - (i) Practical Examination using computer in Word Processing with elementary Skills and Upkeep of Office/ Laboratory for 40 minutes duration for 30 marks (20 marks for the Word Processing Work and Upkeep of Office/ Laboratory + 10 marks viva voce during the course of conducting the entrusted Word Processing Work).
 - (ii) Theory Examination (Written) of 1 hour duration for 70 marks. The theory paper contains Questions of MCQs / Short Descriptive type and questions on Letter and Precis writing and Comprehension.

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(iii) No negative marks will be given for attempting wrong answers.

(iv) The selection of candidate for offering Appointment is based upon the performance in the Practical Examination and Theory Examination (Written). The minimum marks required for consideration for offering the appointment is 60% in both the Practical Examination and Theory Examination (Written). 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 1 hour duration at Senior Secondary (10 + 2) level.

(v) The Written Examination pattern, syllabus and the test modalities for the above said Posts of Office Attendant/ Laboratory Attendant 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 manuscripts with tables.
3	Office Work	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.
4	Laboratory Work	Up keep of machines, tools, accessories and periodicals, Issue, Receipt and staking of books in the library and breakdown maintenance of machines, apparatuses and vehicles, setting up of laboratory experiment, etc.,

Syllabus for the Theory 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; Five Year Plans in India; Science & Technology in India.

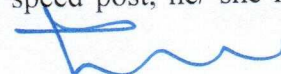
English Language: English usage and grammar, Vocabulary and synonyms and Letter and Precis writing and Comprehension.at Senior Secondary (10 + 2) level..

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

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.

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 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


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the test with the proof of his/ her identity proof 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 Office Attendant/ Laboratory Attendant.

- 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 to 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 Skill Test and Written examination otherwise they will not be eligible to attend the Skill Test and Written examination.



Registrar 18/04/22

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