

राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
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Prof. R. Kumar
Registrar (i/c)

Ref: NIT-N/ RECT-NT/2022/04-62

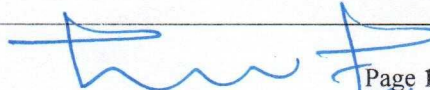
Date: 18/ 04/ 2022

Written Examination for the Post of Stenographer
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 **Stenographer** 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 for Written Examination, the candidates have to appear in the written examination first followed by a Stenography test.
4. The written examination consists of two parts as below:
 - (i) Practical Examination using computer in Word Processing and Spread Sheet with advance Skills for 1 hour duration for 40 marks (30 marks for the Word Processing and Spread Sheet Work + 10 marks viva voce during the course of conducting the entrusted Spread Sheet Work).
 - (ii) Theory (Written) Examination of 1 hour duration for 60 marks. The paper contains Questions of MCQs / Short Descriptive type and questions on Letter/ short essay/ noting & drafting and Precis writing and Comprehension.
 - (iii) No negative marks will be given for attempting wrong answers while answering the question paper containing MCQs. However, for each 5 missing/wrong words one mark will be deducted in the Stenography test.
 - (iv) The Written Examination pattern, syllabus and the test modalities for the above said Posts of Stenographer 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, figures and equations – Advance level


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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., – Advance level
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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; 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, 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.

The passing marks for the written examination (Practical and Theory combined, i.e., Word Processing, Spread Sheet and Theory Paper) is 60% and passing in the written examination is compulsory.

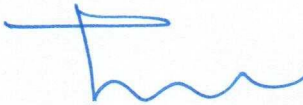
The Stenography Test shall be arranged after the written examination which shall be of one hour duration where dictation of 800 words would be given for 10 minutes and the same has to be Transcribed in one hour by the candidates in the Institution computer. For each 5 missing/ wrong words one mark will be deducted. **The passing marks for the stenography test is 60% and passing in the Stenography test is compulsory.**

5. The selection of candidate for offering Appointment is based upon the performance in Written Examination (Practical and Theory) as well as in the Stenography test together by following the weightage of marks as detailed below:

Total Marks Scored = the component of 40% of the Theory Examination + 20% of the Practical Examination of Word Processing & Spread Sheet + 40% of the Stenography 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 Stenography test put together as calculated above.

6. 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.


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7. 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/ stenography test in this Institute otherwise they will not be eligible to attend the Skill Test and Written examination.


Registrar 18/04/22

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