



# राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

## **Recruitment for Non-Teaching Positions in Staff Cadre**

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### **Selection Process for Recruitment of SUPERINTENDENT**

Selection Process for the post of Superintendent will consist of three stages as detailed below:-

<b>Stage-I</b>	Multiple Choice Based Screening Test <i>[For screening of candidates for Stage-II (Skill Test)]</i>
<b>Stage-II</b>	Skill Test <i>[Qualifying in nature. Only for those who are successful after the Stage-I (Screening Test)]</i>
<b>Stage-III</b>	Multiple Choice Based Main Test <i>[Only for those who qualify the Stage-II (Skill Test)]</i>

### **Syllabus and Scheme of Examination**

#### **Stage-I [Multiple choice based screening test]**

**Syllabus:-** General English, General Hindi, Quantitative Aptitude, Verbal and Non Verbal Reasoning, General Studies & Current Affairs, Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day-to-day office work, central government rules, office procedures.

#### **Stage-II [Skill Test]**

Only those who are screened-in and short-listed after the Screening Test [Stage-I], will be allowed to appear in the Skill Test.

#### **Syllabus:-**

- # Test on Noting and Drafting (the matter will have to be transcribed on computer/ or Paper).
- # Computer proficiency test for test of working knowledge of MS-Word, Excel, Power-Point and other office tools.

#### **Stage-III [Multiple choice based screening test]**

**Syllabus:-** General English, General Hindi, Quantitative Aptitude, Verbal and Non Verbal Reasoning, General Studies & Current Affairs, Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day-to-day office work, central government rules, office procedures.

### **Final Selection**

Final merit list will be prepared as follows:- Stage- I (30%) + Stage-III (70%)

Note: Any guidelines/ instructions received from the MHRD till the date of completion of Selection Process may be made applicable.