INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No: 411002/3/2024-NFR   Date - 24.02.2025

<u>**NOTICE**</u>

Ref: - Advertisement No. 411002/3/2024 - NFR dated 20.08.2024 for recruitment to the post of Assistant Registrar (PL-10).

The applicants for the post of Assistant Registrar (PL-10) are hereby informed about the schedule of recruitment test(s) as under:-

Date	Test	Time and Venue
19.03.2025 (Wednesday)	**Written Test (MCQ & Descriptive Type) [80 marks] (120 Minutes)**	Reporting Time: 09:30 AM Time of Test: 10:00 AM to 12:00 Noon Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
	Computer Proficiency Test [20 marks] (30 minutes)	Reporting Time: 12:15 PM Time of Test: 12:30 PM to 01:00 PM Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
20.03.2025 (Thursday)	**Presentation & Interview:** Power-point presentation followed by Interview	Document verification: 09:00 AM to 10:00 AM Time of Interview: 10:00 AM onwards Venue: Conference Room, First Floor, Admin Block, IIT(ISM), Dhanbad

The recruitment test for Assistant Registrar (PL-10) will be conducted in two stages i.e. stage-I (Written test and Computer Proficiency Test) and stage-II (Presentation & Interview).

Candidates will be shortlisted for stage-II (Presentation & Interview) based on performance in stage-I (Written Test and Computer Proficiency Test) subject to qualifying the stage-I. Such shortlisted candidates will be allowed for stage-II (Presentation & Interview) after their successful completion of Document verification.

Selection of the candidate will be made based on his/her performance in the Presentation & Interview.

The syllabus for recruitment test(s) for Assistant Registrar are at **Annexure -I**.

Minimum cut off marks for the post of Assistant Registrar:-

No. of Vacancy	Written Test and Computer Proficiency Test
01 (OBC)	Maximum 05 candidates in order of merit shall be shortlisted for Presentation & Interview subject to scoring minimum qualifying marks i.e. 35% marks [in each Step - Written Test (MCQ + Descriptive) and Computer Proficiency Test] In case, the marks obtained by two or more candidates is same as that of marks of the 5th candidate in order of merit, all such candidates may be shortlisted for Presentation and Interview.

Document Verification:-

The candidates shortlisted for Presentation & Interview have to bring for verification of the certificates in original including date of birth certificate, mark sheet & passing certificates of educational qualifications, caste certificate, experience certificate, pay slips of July month of each year i.e. 2019 to 2024, 'No Objection Certificate' from the present employer (if they are employed in Govt. organization/ Institute/ Autonomous Body) etc. as mentioned in the advertisement in support of their eligibility, failing which, they will not be allowed to appear in stage –II (Presentation & Interview).

Admit cards for the tests will be available for download on or after 07.03.2025. The candidates may visit https://nfr.iitism.ac.in/index.php/recruitment/User_login and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

Registrar

Syllabus for recruitment test(s) for the post Assistant Registrar (PL-10)

Stage-I (Written Test + Computer Proficiency Test)

Step I: Written Test (80 marks) (120 minutes):
The question paper will consist of MCQ and descriptive type questions on the following syllabus:-

CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, New Pension Rules, TA Rules, GFR – 2017, Pay Fixation, Deputation, Retirement, Probation and Confirmation, General Accounting Procedure, Audit, Budget, Right to Information Act, 2005, Official Language, Grievance Redressal Mechanism, DPC, MACP/DACP, Reservation and Concession in Govt. Services. Knowledge of relevant provisions of Income Tax, GST etc. along with recent changes, CGHS/CSMA rules, PFMS, GeM, GPF/ CPF, Govt. Purchase Procedure, Contract Management, Relevant Labour Laws, NEP-2020, Payment of Gratuity Act 1972, etc.

1. Multiple Choice Questions: - **(60 Questions - 60 Marks)**
2. Descriptive:
    a) Short Answer type Questions **[05 Questions - 10 Marks (02 marks each)]** [Around 50-60 words each]
    b) Long Answer type Questions (Noting/Drafting and Short Essay) **[2 Questions - 10 Marks (05 marks each)]** [Around 200-300 words each]

Step II: Computer Proficiency Test will consist of hands-on Practical in MS Office [Word, Excel and PPT] **(20 Marks) (30 minutes).**

Stage-II (Presentation and Interview)

The Candidates shortlisted based on their performance in the Written Test (MCQ and Descriptive Type) and Computer Proficiency Test, will be required to give a power point presentation of not more than 05 slides on any topic related to their area of experience relevant to the post for a maximum duration of 10 minutes followed by the Interview.

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