



संदर्भ / Ref.: NITP/1243/2021

दिनांक / Date: 17.11.2021.

**IMPORTANT INFORMATION TO THE CANDIDATES APPLIED FOR THE POST OF SUPERINTENDENT AT NIT PATNA AGAINST ADVT. NO. NITP/RECT/03/2019**

A. All those candidates who have applied for the post of **Superintendent at NIT Patna** (Advertisement No. NITP/Rect/03/2019 dated 08.01.2019), are requested to report for Multiple Choice Question (MCQ) Test (Stage-I) to be held on **Saturday, 11.12.2021 at 09.00 A.M. onwards**. The exact venue of test will be intimated later on. Work Proficiency Test (Stage-II) will be held on 12.12.2021 at 2.00PM onwards. The candidates are advised to regularly visit our website [www.nitp.ac.in](http://www.nitp.ac.in) for further updated information, if any.

**B. The general information regarding tests is as under:**

- a) There will be two stages of test for the recruitment of Superintendent position.
  - (i) Multiple Choice Question (MCQ) Test for screening (Stage-I)
  - (ii) Work Proficiency Test (Stage-II)
- b) Normally English is used as working language in the Institute offices. Candidates are expected to have good working knowledge of English language, hence, the tests' questions shall be in English only.

**(i) Multiple Choice Question (MCQ) Test (Stage-I)**

- a) It will be of 60 minutes duration.
- b) Only those candidates who are screened after Stage-I will be allowed to appear in the Work Proficiency test (Stage-II).
- c) Minimum qualifying marks obtained in MCQ test for UR- 35%, OBC-35% and SC / ST-30% . Number of candidates to be qualified for Stage-II will be restricted to a maximum of 20 times of the vacant seat in each category.

**(ii) Work Proficiency Test (stage-II) :**

- (a) It will be of 150 minutes duration to assess reading, writing and comprehending capabilities of the candidates.
- (b) Minimum qualifying marks obtained in Work Proficiency test for UR- 40%, OBC- 40% and SC / ST-35% .

**C. Syllabus for the test for the recruitment of Superintendent position**

- (i) The questions in aforementioned tests (Stage1 and 2) shall be related to the proficiency in English and Hindi language, knowledge of Administrative, Financial and Academic functioning of Higher Educational Institutions and General Rules and Regulations, RTI, GFR, GST acts of Central Government of India, Logical Reasoning, Numerical Ability, Computing and data interpretation, General Knowledge (including

National History, Culture, Science, Geography and the Constitution of India), Current Affairs, etc.

- (ii) Computer proficiency in MS-office & Tally, internet, email and online tools used in day to day office work.

**D. The final merit list will be prepared on the marks obtained by the candidates qualified in the Work Proficiency Test (stage-II) only.**

**E. Preparation of final merit list:**

- (a) At first, a list of candidates for unreserved posts will be prepared in the order of merit. This list will also include reserved category candidates securing position in the merit at par with Un-reserved category candidates.
- (b) Thereafter, separate lists for OBC, SC and ST candidates will be drawn in order of merit excluding the names of reserved category candidates who figure in the unreserved category list on their own merit without relaxed standard.
- (c) **Tie-breaking in final merit:** the inter-se merit of candidates securing same marks will be decided in the following manner:
- Marks secured in the MCQ test (Stage-I) (Candidate securing higher marks will be ranked higher). If the marks obtained in the MCQ test are same, then;
  - Date of Birth (Candidate higher in age will be ranked higher). If the date of birth is also same, then;
  - Alphabetical order of the name recorded in matriculation or equivalent certificate will be considered

**F.** All the test materials will be taken back from the candidates.

**G.** No TA/DA shall be paid for appearing in the tests.

**H.** Any request for change of date of test(s) will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice, i.e., hiding any material information, misrepresentation of facts or canvassing for candidature.

**I.** The Admit card for Stage-I and Stage-II test will be sent on the email mentioned in the application form and Institute shall not be held responsible for the non - receipt of admit card due to wrong email address mentioned in the application form.

**J.** Candidates have been allowed to appear at the Test(s) **provisionally without** verification of Mark sheets / Degrees / Certificates / validity of Certificates etc.

**K.** Mere appearance in the Test(s) or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions.

**L. APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right to cancel the candidature of a candidate/ or cancel the appointment if it is found that :

- a) Minimum eligibility requirements are not fulfilled.
- b) False documents submitted
- c) Any other similar valid reason.

  
Registrar