



संदर्भ / Ref.: NITP/ 208 /2022

दिनांक / Date : 24.05.2022

IMPORTANT INFORMATION TO THE CANDIDATES APPLIED FOR THE POST OF JUNIOR ASSISTANT AT NIT PATNA AGAINST ADVT. NO. NITP/RECT/02/2022

A. All those candidates who have applied for the post of **Junior Assistant at NIT Patna** (Advertisement No. NITP/Rect/02/2022 dated 23.02.2022), are requested to report for Typing Speed Test on **Saturday, 18 .06.2022 at 09.00 A.M. at NIT Patna**. The exact venue of test will be intimated later on. You are advised to regularly visit our website www.nitp.ac.in for further updated information, if any.

B. The general information regarding tests are as under:

There will be three stages for recruitment of Junior Assistant.

- (i) Typing Speed Test (Stage-1)
- (ii) Skill Test (Stage-2)
- (iii) MCQ and Descriptive Test (Stage-3)

(i) Typing Speed Test (Stage-1):

- a) Typing speed test will be of 30 minute duration.
- b) It will be qualifying in nature.
- c) Typing Speed Test will be held on computer to access minimum typing speed of 35 correct words per minutes in English or Hindi as per the preference of the candidate. It will be evaluated on the basis of character based formula.

C. Only those candidates who qualify in the Typing Speed Test by securing minimum typing speed will be allowed to appear in Skill Test (Stage-2) and MCQ & Descriptive Test (Stage-3). The date for Stage-2 and Stage-3 test will be informed in due course.

(ii) Skill Test (Stage-2)

- a) It will be of 45 minutes.
- b) Skill Test for testing the knowledge of MS-Word, MS-excel, MS-PowerPoint, Tally etc. in day to day office work.

(iii) MCQ and descriptive Test (Stage-3)

- a) It will be of total 2 hours duration comprising of Multiple Choice Questions (MCQs) as well as descriptive questions.

D. Syllabus

- (i) General Hindi, General English, General Arithmetic, General Knowledge, Current Affairs, Reasoning & Logical Abilities
- (ii) Computer Software like MS-Word, Excel, Power Point, Tally etc. in day-to-day office work.
- (iii) Internet, email and various online tools used in day to day office work.

E. Following minimum qualifying marks and weightage have been assigned to different stages:

Sl.	Stage	Full Marks	Minimum Qualifying Marks	Weightage for final merit
1.	Skill Test (Stage-2)	100	30% (5 % relaxation to SC/ST candidates)	30%
2.	MCQ (Stage-3)	100	40% (5 % relaxation to SC/ST candidates)	30%
3.	Descriptive Test (Stage-3)	50	50% (5 % relaxation to SC/ST candidates)	40%

F. Important information:

- It is necessary for the candidate to secure minimum qualifying marks under each stage individually i.e. Skill Test, MCQs Test and Descriptive Test
- The answer sheets of Descriptive Test will be evaluated for only those candidates who secure minimum qualifying marks in MCQ Test.

G. Preparation of final merit list:

The final merit list will be prepared out of 250 marks. As per the weightage assigned to the two stages of the test, the distribution of marks will be as under:

Stage	Full Marks	weightage (out of 100)
Skill test (Stage-2)	100	30
MCQ and Descriptive Test (Stage-3)	150	70

Total marks by adding the two will be used for preparation of final merit. The merit list for final selection shall be prepared in the following manner:

- 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 Unreserved category candidates.
- 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.
- Tie-breaking in final merit:** the inter-se merit of candidates securing same marks will be decided in the following manner:
 - Mark secured in the Descriptive test (Stage-3) (Candidate securing higher marks will be ranked higher). If the marks obtained in the Descriptive test are same, then;
 - Mark secured in the MCQ test (Stage-3) (Candidate securing higher marks will be ranked higher). If the marks obtained in the Multiple Choice Question (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;

d. Alphabetical order of the name recorded in matriculation or equivalent certificate will be considered

H. The question booklets of the tests will be taken back from the candidates.

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

J. 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.

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

L. 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. **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

