

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

**F. No. P5/01/2023**

**Date: 28 March 2024**

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**Advt No: NITC/RC/NT/2023/02**  
**Gp A (02/2023) – SCHEME OF SELECTION FOR THE POSTS OF**  
**ASSISTANT REGISTRAR**

1. Selection process for Group ‘A’ posts shall be based on the number of applications received. For any post, if the number of applications received are more than 10 times the vacancy advertised, two or more levels of screening may be undertaken for all such posts.

2. The indicative selection process for ASSISTANT REGISTRAR is given below (minor changes may be there): -

(a) Screening Test at NIT Calicut for provisionally eligible candidates. Test will be MCQ based paper-pen or computer based. Qualifying in Written screening means obtaining a higher rank or more than a cut-off in screening test.

(b) Advanced tests may comprise of test on various subject knowledge, rule identification, analytical skills, writing skills etc. will be the next stage.

(c) The tests shall be administered in English Language.

(c) Shortlisted candidates shall be called for the Interview (most likely on the same day/ next day of screening/ advanced test).

(d) Document verification will be undertaken before the interview OR at any stage during the selection process.

(e) Final merit list will be drawn based on the performance in the interview alone.

3. Scheme of Screening test, Advanced Test and Interview

(a) **Screening Test.** This shall be conducted as per details tabulated hereunder. Candidates will have to secure higher ranking so as to qualify them for the Advanced Test. Candidates will be shortlisted in the approximate ratio of 4 to 12 candidates per vacancy for the Advanced Test. The ratio depends on number of candidates, competition level, time constraints etc.

Screening Test	Maximum Marks	Time Minutes	Qualifying marks for next stage	Remarks
Section-I (MCQ)	70	60	Required ranking to qualify next level of selection process	
Section-II (MCQ) Computer Skills	30	20		

(b) Syllabus for Screening Test: -

(i) Section I (Objective) – Broad Administrative structure of NIT system, NITSER Act 2012 and Statues, CCS (Leave) Rules, CCS(Conduct) Rules, LTC, Pension Rules and NPS, Purchasing Principles, GFR-2017, Contract Management, Inventory Management, Fundamental Rules and Supplementary

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Rules, RTI Act, Preparation of Budget and its Allocation, Financial Accounting etc. Ranking frameworks, Broad idea about Admission, Credit System and Academic Programmes offered by Institute etc. Around 20% questions would be on general awareness, numerical aptitude, reasoning and English. [Knowledge level of questions: 20% easy, 40% common, 20% Deep, 20% Very Deep.]

(ii) Section II (Computer Skills) – Computer knowledge and skills including various software like MS Word, MS Excel, MS PowerPoint, mail applications, other software etc., basic knowledge of computer and networking hardware etc.

(b) **Advanced Test.**

(i) **Part-1 (25 Marks).** Shortlisted candidates have to do a presentation (6 to 8 slides, in 8 to 10 minutes) on any one topic of their choice. Topics are Improvement in NIRF Ranking of NIT Calicut OR Efficiency in Utilizing funds under Grant in Aid at NIT Calicut OR Plan to implement PPP model for new Hostel infrastructure at NIT Calicut OR Changes necessary in Recruitment Rules of NITs. Presentation shall be kept ready with the candidates and soft copy of the presentation shall be submitted during the Screening Test.

(ii) **Part-2 (25 Marks – Duration: 30 minutes).** Case study/Descriptive questions on Recruitment/Promotion, Academic management, Estate management, financial management, Legal, Preparation and Presentation of Financial Statements and Preparation of Budget and its Allocation etc. The subject knowledge, rule identification, analytical skills, writing skills etc. shall be judged.

(c) **Interview.** The further shortlisted candidates after Advanced test shall be called for the Interview by the selection committee. The performance in the interview alone will be considered for final selection.

4. Other information on selection process: -

(a) The candidates have to travel to the test center at their own cost. They have to make their own arrangements for lodging and boarding, as NIT Calicut has limited capacity. They should make arrangements for stay for minimum two days.

(b) The selection committee may reject any or all the candidates, if they are found to be not-satisfactory for the posts they applied for. The decision of the Institute on the matter is final and binding.

5. The Institute reserves the right to modify the test pattern mentioned in this document in order to meet rules/ administrative requirements.

Registrar