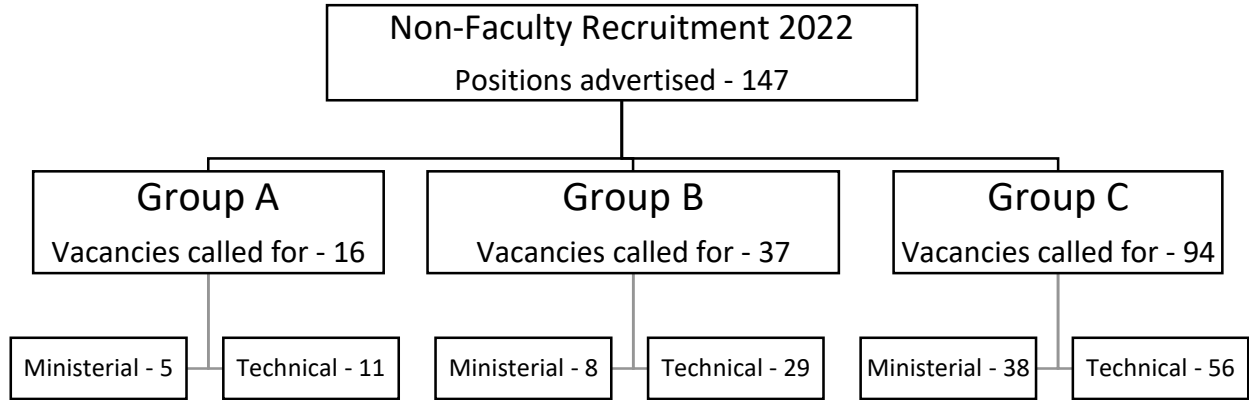**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**
NITC CAMPUS (P.O.), CALICUT
KERALA-673601

Plan for conduct of non-faculty recruitment 2022

The general guidelines on recruitment of Non-teaching staff (Non-faculty) at NIT Calicut is given below. These are general guidelines and may vary due to administrative and other reasons. These are being provided for the convenience of the candidates.

1. **Details of number of posts** advertised for various groups cadre wise: -

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              ┌──────────────────────────────────┐
              │   Non-Faculty Recruitment 2022   │
              │     Positions advertised - 147   │
              └──────────────────────────────────┘
         ┌──────────────┼──────────────────┐
┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐
│    Group A      │ │    Group B      │ │    Group C      │
│ Vacancies called│ │ Vacancies called│ │ Vacancies called│
│   for - 16      │ │   for - 37      │ │   for - 94      │
└─────────────────┘ └─────────────────┘ └─────────────────┘
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| Ministerial - 5 | Technical - 11 | Ministerial - 8 | Technical - 29 | Ministerial - 38 | Technical - 56 |

Technical includes allied posts also.   *Total number of vacancies may vary*

2. General rule for Recruitment for Group B & C

   DOPT and MoE guidelines

   As per DOPT order No, 39020/01/2013-Estt (B)-Part dated 29th December 2015 on "discontinuation of Interview at Junior Level Posts", which was also forwarded by Ministry of Education vide its communication dated 11th December 2019, to discontinue interviews for recruitment to all junior/lower lever posts carrying the Grade pay GP 4600 (Level 7 as per 7th CPC). It further states that "the Institutes may continue to take the Skill Test of Physical Test, which is different from interview and these tests will only be qualifying in nature and assessment will not be done on the basis of marks of such test. With a view to recruit the best and most suitable staff, the NITs and IIEST are suggested to design the written exam paper in a way that all technical questions to be asked in the interview should be included in the written exam.

3. **Group B and Group C positions where there is no interview** are as follows: -

Group C	Group B
Pharmacist (Pay level 05)	Junior Engineer (Pay level 06)
Senior Assistant (Pay level 04)	Superintendent (Pay level 06)
Junior Assistant (Pay level 03)	Technical Assistant (Pay level 06)
Office Attendant (Pay level 01)	Library and Information Assistant (Pay level 06)
Senior Technician (Pay level 04)	SAS Assistant (Pay level 06)
Technician (Pay level 03)	
Lab Attendant (Pay level 01)	

4. **Selection process for Group B and Group C positions where no interview is involved**

The indicative process likely to be given below (minor changes may be there): -

(a) Written Screening Test in ENGLISH (may be held at many test centres). The candidates have to travel to the test centre at their own cost and arrangements.

(b) Qualifying in Written screening means obtaining a higher rank in written screening test. Normally 8 to 12 candidates for each post are called for the Skill Test stage.

(c) Skill test at NIT Calicut Campus (most likely). The candidates have to travel to the skill test centre at their own cost and arrangements.

(d) Document verification during/ after the skill test.

(e) Merit List based on Written Test to be drawn only for the candidates qualified in skill test.

(f) The selection committee may reject any or all the candidates, if they are found to be non-satisfactory for the posts they applied for.

5. **Written screening Test**

(a) A computer based / OMR based screening test can be conducted for all the Group B and Group C posts.

(b) In the examination the question paper can be kept on varying levels of difficulty based on Level of the post as well as cadre.

(c) The exams may be scheduled as follows: -

(i) Four exam sessions for Group C on two separate days so that candidates can appear four times, if they have applied for and wish to.

(ii) Four exam sessions for Group B on two separate days so that candidates can appear four times, if they have applied for and wish to.

6. The **INDICATIVE SYLLABUS** for **GROUP C posts**

Part 1 *(In the format of Multiple choice questions with negative marking. 200 questions in 120 minutes. Correct answer: + 2 Marks: Wrong answer: -1 Mark, Unattended: zero mark)*

(a) **General Knowledge and current affairs –** A standard pattern similar to one used by the Staff Selection Committee for Combined higher secondary level examination or banking clerical examination can be conducted. Current affairs questions are also to be included in this.

[40 questions. Knowledge level: 20% easy, 40% Normal, 20% Deep, 20% Very Deep]

(b) **General English**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus. Error recognition, Fill in blanks with appropriate terms, Vocabulary, Grammar with special reference to Sentence Structure, Synonyms, Antonyms etc.

[40 questions. Knowledge level: 20% easy, 40% Normal, 20% Deep, 20% Very Deep]

(c) **General Aptitude & Reasoning**: Questions on reasoning and problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, 2 arithmetical number series, non-verbal series etc.

[40 questions. Knowledge level: 20% easy, 40% Normal, 20% Deep, 20% Very Deep]

(d) **Mathematics**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus.

[40 questions. Knowledge level: 20% easy, 40% Normal, 20% Deep, 20% Very Deep]

(e) **Science, computer application and Other Subjects**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus.

[40 questions. Knowledge level: 20% easy, 40% common, 20% Deep, 20% Very Deep]

Part 2: __Skill test__: This would involve assessing a person's specific skills that are required for the job. It will be used to assess a candidate's suitability for the positions. This would be various patterns for ministerial and technical staff and would also differ based on the level of the position. Candidate's skills and abilities will be checked and categorized as 'qualified or Non-qualified'. The qualifying criteria is 50% marks in the Skill test. The skill test may be for 60 marks for a duration of 45 minutes (for Group C) and may be computer based if feasible.

(a) **Jr. Asst, Sr. Asst** - Test can be computer based. Questions to test the candidate's knowledge of Computer Applications for everyday office work like Word Processing, MS Word, MS Excel, SpreadSheet etc. including usage of internet, drafting, typing speed etc. (around 80% marks). The skill test shall include a knowledge of basic government rules also (around 20%). For Finance and Accounts candidates, knowledge of procurement, tally, Financial rules, comparative statements, bids, accounting process, balance sheet etc. will be included.

(b) **Technician, Senior Technician, Pharmacist and others** – Skill test to be in physical mode, practical test and viva-voce pattern on individual trades or specialization. Tool recognition, knowledge of trade passed, reading of working drawings, knowledge of computer skills etc.

(c) **Office Attendant** – A simple generalised skill test and basic computer skills to assess their general application knowledge in office or lab.

(d) **Lab attendant** - Knowledge about basic lab equipment, safety and precautions, identification of lab instruments, basic computer knowledge etc.

7. The **INDICATIVE SYLLABUS** for **GROUP B posts**

__Part 1__ *In the format of Multiple choice questions with negative marking. 200 questions in 120 minutes.* Knowledge level to test supervisory skills will also be included.
Correct answer: + 2 Marks, Wrong answer: -1 Mark, Unattended: zero mark.

(a) **General Knowledge and current affairs** – A standard pattern similar to one used by SSC for Combined higher secondary level examination or banking clerical examination can be conducted. Current affairs questions can also be included in this. Knowledge level to test supervisory skills will also be included.

[40 questions. Knowledge level: 20% easy, 40% common, 20% Deep, 20% Very Deep]

(b) **General English**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus. Error recognition, Fill in the blanks with appropriate terms, Vocabulary, Grammar with special reference to Sentence Structure, Synonyms, Antonyms etc. Knowledge level to test supervisory skills will also be included.

[40 questions. Knowledge level: 20% easy, 40% common, 20% Deep, 20% Very Deep]

(c) **General Aptitude & Reasoning**: questions on reasoning and problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, 2 arithmetical number series, non-verbal series etc. Knowledge level to test supervisory skills will also be included.

[40 questions. Knowledge level: 20% easy, 40% common, 20% Deep, 20% Very Deep]

(d) **Mathematics**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus. Knowledge level to test supervisory skills will also be included.

[40 questions. Knowledge level: 20% easy, 30% common, 30% Deep, 20% Very Deep]

(e) **Science, computer application and Other Subjects**: As per Minimum qualification for the post. If minimum education is Class 10 or Class 12th, then Class 10 Syllabus. Knowledge level to test supervisory skills will also be included.

[40 questions. Knowledge level: 20% easy, 40% common, 20% Deep, 20% Very Deep]

Part 2: **Skill test including Experience and Decision Support Testing**: This would involve assessing a person's specific skills that are required for the job. It will be used to assess a candidate's suitability for the supervisory positions. This would be various patterns for ministerial and technical staff and would also differ based on the level of the position. The Experience and Decision support testing will be based on case studies. A Candidate's skills and abilities will be checked and categorized as 'qualified or Non-qualified'. The qualifying criteria is 50% marks in the Skill test. The skill test will be for 100 marks for a duration of 60 minutes (for Group B) and may be computer based.

8.   **Group A Posts and other Group B posts where Interview is Involved**

Selection process for Group A (and other Group B posts where Interview is involved) 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, for all such posts two or more levels of screening may be undertaken. The Entry level in Group A that is Level 10 post (and other Group B posts) will have a compulsory screening process. The screening process can be based on computer based tests.

9.   **Selection process for Group A and other positions where interview is involved**

The indicative process likely to be given below (minor changes may be there): -

(a) Written Screening Test in ENGLISH (Likely to be at NIT Calicut). The candidates have to travel to the test centre at their own cost. They have to make their own arrangements for lodging and boarding. Qualifying in Written screening means obtaining a higher rank or more than a cut-off in written screening test.

(b) Skill tests on various subject knowledge, case studies etc will be the next stage.

(c) Interview at NIT Calicut Campus (most likely on the same day/ next day of screening test). Document verification during/ after the skill test / interview.

(d) Based on performance in the Interview, marks will be awarded. Merit List to be drawn based on the interview marks.

Written Test may be waived off for certain posts where candidates are limited and experience is also one of the prerequisite criteria.

10.   Syllabus of written test and other details for Recruitment of Deputy Registrar/Assistant Registrar

a)   Written Test shall be conducted which will be of qualifying nature as per details tabulated hereunder. Candidates will have to secure higher ranking (6 to 10 candidates per post) so as to qualify them for the skill test /presentation and/or interview.

Written Test	Maximum Marks	Qualifying marks for next stage	Time duration
Section I (Objective)	70 to 100	Required Ranking to qualify next level of selection process	Two to Three Hours
Section II (Descriptive)	30 to 50		

b)   Syllabus for Written Test:

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

(iii) Candidates for **Deputy Registrar post** may have to do a presentation (10-12 Mins) on any one of the above topic as given below followed by a personal interaction/interview may include about

   1) Any two topics out of a) Interpersonal Roles, b) Managing Work Allocation including mapping competencies with roles and activities, c) Conflicts management, d) Interpersonal Communication, Organizational Communication
   2) **Role of Deputy Registrar in either one of the topics: -** a) Academic Administration, b) Finance management, c) Legal and contract management, d) Procurement and management based on budget allocation, based on their interest and experience.

Note: The difficulty level of the written examination will vary for the Assistant Registrar and Deputy Registrar though the syllabus and pattern of the examination will remain the same.

11.   Syllabus of written test and other details for Recruitment of Deputy Librarian and Assistant Librarian

(a) Written Test shall be conducted which will be of qualifying nature as per details tabulated hereunder. Candidates will have to secure high ranking (6 to 10 candidates per post) so as to qualify them for the personal interaction/presentation and interview thereof.

Written Test	Maximum Marks	Qualifying marks for next stage	Time duration
Section I (Objective)	70 to 100	Required Ranking to qualify next level of selection process	two to three Hours
Section II (Descriptive)	30 to 50		

Syllabus for examination:

(b) **Section I (Objective)** – Purchasing Principles, GFR-2017, Library Management, Library Classification - theory and practice, Library Cataloguing - theory and practice, Reference and Information Sources, Information Science and information as a resource/commodity, technology transfer, communication theories and models, delivery of books (public libraries) and newspaper act 1954 and 1956, Intellectual Property rights, Copyright etc.

(c) **Section II (Descriptive)** – Case study on Library management, efficient procurement of resources based on budget allocation, plan for digitizing library and other innovative ideas on library development, conflicts management, legal etc. Drafting of letters/notices/other forms of communications in English.

(d) Candidates for the post of **Deputy Librarian** may have to do a presentation (10-12 Mins) on his plans for the development of the Institute library in the next five years.

12.   Syllabus of for Recruitment of Superintending Engineer: Superintending Engineer may have to do a presentation (10-12 Mins) on the topics of

(a) Project planning and latest Management Technology / other relevant software.
(b) Brief about the consultancy, project implementation work undertaken for their organization
(c) Liaison with Project implementation agencies like PWD, CPWD, MES etc.
(d) Contract management, Financial Management, GFR and Building codes etc
(e) Plan for the estate management and campus improvement work of the Institute.
(f) Own experience relevant to project implementation and campus maintenance

13.   Syllabus for Recruitment of Medical Officer: The post of Medical officer may have a written test and will have a personal interview which will include specialisation (if any possessed by the candidate) or other queries based on the qualifications as mentioned in the recruitment

rule. The topic may include pathology, surgery, General medicines, Paediatrics, Anatomy, Pathology, O & G Medicine, Physiology, Ophthalmology, Biochemistry, Microbiology, Pharmacology, Orthopaedics, Preventive & Community Medicine, Surgery and others.

14.   Syllabus for the Recruitment of Sr. Scientific Officer /Sr. Technical Officer: The Sr. Scientific Officer / Technical Officer may have a written test and will have a personal interview which will include the assessment of expertise on the specialisation as sought by the Institute. Presentation on relevant topics and experience may also be sought for.

> a) Computer Science or Information and Communications Technology - The person may have to present a PowerPoint presentation (10-12 Mins) on the plans for management of Central Networking Centre, Central Computer Centre and for Centre for Information Technology Research and Automation (CITRA). The presentation should include digitalization of the various activities of the institute and management plan for the same.

15.   Syllabus for the Recruitment of Scientific Officer /Technical Officer: The Scientific Officer / Technical Officer can opt for one of the specialisations as sought by the Institute and a written test (may be) and the personal interaction/interview will be to assess the expertise on the specialisation opted by the candidate.

> a) Chemistry or Chemical engineering
> b) Electronics Engineering, Electronics and Communication Engineering or its equivalent
> c) Electrical engineering or its equivalent
> d) Civil Engineering
> e) Computer Science, Information technology/Information Security or its equivalent

16.   Other information on selection process

a)   For posts where there is an interview, the performance in the interview will be criteria to draw the merit list. The interview may be in physical mode or online mode. Physical mode of interview will be preferred by the Institute.

b)   The selection of candidates for deputations will also be conducted in the above manner. The deputation will be preferred only if no or less candidates are available / joining the posts.

17.   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 is final and binding.

18.   The Institute reserves right to modify the test pattern mentioned in this documents in order to meet administrative requirements.