

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

F. No. P5/01/2023

Date: 28 March 2024

Advt No: NITC/RC/NT/2023/02
Gp A (02/2023) – SCHEME OF SELECTION FOR THE POSTS OF
DEPUTY 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 Preliminary may be undertaken for all such posts.

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

(a) Preliminary Test may be conducted at NIT Calicut for provisionally eligible candidates. Test can be combination of MCQ and Analytical answer in paper-pen or computer based. Qualifying in Preliminary exam means obtaining a higher rank or more than a cut-off in Preliminary test. Test aims to identify application of various subject knowledge, rule identification, analytical skills, writing skills etc. The test shall be administered in English Language.

(c) Shortlisted candidates shall be called for the presentation and Interview (most likely on the same day/ next day of Preliminary 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 Preliminary test and Interview

(a) **Preliminary Test.** This shall be conducted as per details tabulated hereunder. Candidates will have to secure higher ranking so as to qualify them for the Next Level Test. Candidates will be shortlisted in the approximate ratio of 4 to 8 candidates per vacancy for the next test. The ratio depends on number of candidates, competition level, time constraints etc.

Preliminary Test	Maximum Marks	Time Minutes	Qualifying marks for next stage	Remarks
Section-I (MCQ)	50	45	Total shall be used for ranking in the test	
Section-II Analytical	50	45		

(b) Syllabus for Preliminary Test: -

(i) Section I (MCQ) – 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 Rules, RTI Act, Preparation of Budget and its Allocation, Financial Accounting

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etc. Ranking frameworks, Broad idea about Admission, Credit System and Academic Programmes offered by Institute etc. Few questions would be on general awareness, numerical aptitude, reasoning and English.

(ii) Section II (Analytical) – 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) **Presentation.** Shortlisted candidates have to do a presentation (8 to 10 slides, in 8 to 10 minutes) on any one topic of their choice. Topics are

(i) **For Applicants in Finance & Accounts.** Resolution of C&AG audit issues of NIT Calicut for last 5 years OR Actual fund utilizations for last 5 years under Grant in Aid at NIT Calicut and methods to improve them.

(ii) **For Applicants other than Finance & Accounts.** Proposal for construction of 120 Staff residence Complex with supporting infrastructure under DFBOT (PPP Model) at NIT Calicut OR Changes that are necessary in the Recruitment Rules of NITs.

Presentation shall be kept ready with the candidates and shall submit during the Preliminary Test.

(d) **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 NIT Calicut 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