



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Selection Procedure for different posts against Recruitment Advertisement No. ES/03/2018

(Post-wise date schedule for the Tests and Personal Interview will be uploaded within a week)

1. Assistant Registrar:

Selection to the post of assistant registrar will be in three stages. First stage will be screening test, Second stage will be written test, and the Third stage will be personal interview. Those qualifying in the screening test will appear for written test, and those qualifying in the written test will appear for the personal interview.

- a. **Screening Test (50 Marks):** This test will be of Objective Type Multiple Choice Question (MCQ) of **1 hour duration**. Candidates qualifying in the Screening Test will appear for the Written Test.

Syllabus for Screening Test:

- i) General Aptitude (30 Marks): Arithmetic, Reasoning, English, and General Knowledge.
ii) Professional knowledge (20 marks): General administration, establishment matters, finance and accounts including taxation, and purchase procedure.

Each correct answer will carry 01 mark, each unattempted question will be awarded Zero marks and each wrong answer will be awarded 0.25 negative marks.

- b. **Written Test (100 Marks):** This Test will be descriptive type of **2 hours duration**. Questions will be related to official letters/notifications/noting and drafting, general administration, establishment matters, accounts, financial administration, income tax, and purchase procedure. Candidates qualifying in the Written Test will appear for the Personal Interview.
- c. **Personal Interview:** Candidates have to appear in person for Interview. Final merit list will be prepared based on the Written Test, and Personal Interview.

2. Accountant:

Selection to the post of accountant will be in three stages. First stage will be screening test, Second stage will be written test, and the Third stage will be personal interview. Those qualifying in the screening test will appear for written test, and those qualifying in the written test will appear for the personal interview.

- a. **Screening Test (50 Marks):** This test will be of Objective Type Multiple Choice Question (MCQ) of **1 hour** duration. Candidates qualifying in the Screening Test will appear for the Written Test.

Syllabus for Screening Test:

- i) General Aptitude (30 Marks): Arithmetic, Reasoning, English, and General Awareness.
- ii) Professional knowledge (20 Marks): Rules and regulations such as general administration, establishment, purchase, finance and accounts including taxation etc. applicable in central government organizations

Each correct answer will carry 01 mark, each unattempted question will be awarded Zero marks and each wrong answer will be awarded 0.25 negative marks.

- b. **Written Test (100 Marks):** This Test will be descriptive type of **2 hours** duration.
Syllabus for written test: Assignments on rules and regulations such as purchase, drafting and interpretation of government communication, accounting, budgeting and taxation etc. applicable in central government organizations. Candidates qualifying in the Written Test will appear for the Personal Interview.
- c. **Personal Interview:** Candidates have to appear in person for Interview. Final merit list will be prepared based on the Written Test, and Personal Interview.

3. **Scientific Officer:**

Selection to the post of scientific officer will be in three stages. First stage will be screening test, Second stage will be Trade test, and the Third stage will be personal interview. Those qualifying in the screening test will appear for Trade test, and those qualifying in the Trade test will appear for the personal interview.

- a. **Screening Test (50 Marks):** This test will be of Objective Type Multiple Choice Question (MCQ) of **1 hour** duration. Candidates qualifying in the Screening Test will appear for the Trade test.

Syllabus for Screening Test:

- i) General Aptitude (30 marks): Arithmetic, Reasoning, English, and General Knowledge.
- ii) Professional knowledge (20 Marks): Physics, Chemistry and Mathematics of +2 Science / 12th standard.

Each correct answer will carry 01 mark, each unattempted question will be awarded Zero marks and each wrong answer will be awarded 0.25 negative marks.

- b. **Trade Test (100 Marks):** This Test will be domain specific; that is candidates respective discipline. A candidate has to secure at least 50% mark to qualify in the trade test. Candidates qualifying in the Trade Test will be called for the personal interview.

- c. **Personal Interview:** Candidates have to appear in person for Interview. Final merit list will be prepared based on the Trade Test, and Personal Interview.
4. **Medical Officer:** Selection will be based on Personal Interview and Career Profile.
5. **Junior Assistant:** Due to unavoidable reasons, the selection procedure for the post of Junior Assistant has been kept on hold till further notification.

Sd/-
Registrar