

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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## Recruitment Procedure, Criteria and Syllabus for Regular Selections against Non-Teaching Posts

- 1) Scrutiny of the application forms shall be done by the Scrutiny Committees constituted by the Director, NIT Sikkim. Each Scrutiny Committee of the respective non-teaching post shall check eligibility of the candidate(s) after verification of fulfilment of essential qualifications, experience, age, etc. as per the RR (Recruitment Rules for non-teaching staff) and advertisement. Provisional lists of eligible/ineligible candidates shall be displayed on the Institute website. The respective committee shall be responsible for checking the eligibility/ ineligibility as per the rules/criteria prescribed by the MoE/BoG/Core Committee constituted by the Director for deciding the criteria/ higher criteria for any post. The ineligible candidates have to submit their grievance (if any) within 03 (Three) - 5(five) days of the publication of the provisional lists on the Institute website as per instructions. Grievances, if any, received on the outcomes of the Scrutiny Committees will be examined by the Grievance Redressal Committee (GRC)/Core Committee constituted by the Director, NIT Sikkim. Based on the recommendations of the Grievance Redressal Committee/Core Committee, the concerned candidate will be communicated through Email provided by him/her or the Institute website. Recommendations of the GRC/Core Committee shall be final, and no more representation shall be considered afterwards. No other written communication shall be made/entertained in this regard. **All communications by the Institute and the applicant shall be made only through E-mail specified for this purpose by the Institute.**
  
- 2) After scrutiny of the applications, the selection process shall consist of one or more of the Written Tests (objective/multiple choice, descriptive, etc.)/Trade Test/ Presentation/Personal Interview (PI). The screening of the application shall be done based on the criteria set by the Core Committee to shortlist the candidates for each post or Written Test (As Applicable). **Negative Marking:** for each incorrect answer, @25% of marks allocated to each correct answer shall be deducted in case of MCQ. The higher criteria may be set for any post by the Core Committee constituted by the Director over and above the criteria given in the RR or prescribed by the Ministry/BoG from time to time to shortlist the candidate for Written Test (objective, descriptive, etc.)/Trade Test/Presentation/ interview. The decision of the Core Committee/Selection Committee shall be final and binding on the applicants in all cases and no query shall be entertained in this regard. The Core Committee constituted for the recruitment of non-teaching staff shall have the right to change the syllabus, number of questions and weightages based on the nature of post or otherwise with the approval of the Director, NIT Sikkim.

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**For Group A post (Registrar):** It is expected that the Registrar of the institute should be knowledgeable having decision making capabilities as per the Statutes, rules and regulations, etc. The process of selection of Registrar will consist of a presentation covering personal details of the Candidate, Official Documents/Procedure/NIT Act/NIT Statutes/CCS FR & SR Rules/CCS (CCA) Rules/Conduct Rules/GFR/Procurement Procedure/Academic, Administrative, Accounting Works of NITs/Vision for NIT Sikkim for achieving higher ranking in Institutions of National Importance, General Knowledge, Communication and Drafting, Problem Solving Skills/Attitude, etc. followed by Interview. A Screening Written Test (SWT) and/or Trade Test (TT) may be conducted by the Institute, if deemed necessary and the number of shortlisted candidates may be approx. 6 (six) per post. Weightage of the SWT/TT/ presentation and interview shall be decided by the Selection Committee.

**For Group A Posts (other than Registrar):** Weightage may be decided for higher qualifications/experience in IITS/IISc/NITs/IIITs/CUs etc. and top 10 scorers or more may be shortlisted for written test and/or trade test (TT) and interview. The Institute reserves the right to conduct a Screening Written Test (SWT) in case of higher number of (more than 10) applicants per post. The syllabus for SWT, TT, etc. is given in **Table-A**. The trade test (TT) will consist of objective/subjective question and/or practical examination to check the theoretical as well as practical knowledge. **The marks secured in the SWT shall be considered only for shortlisting and qualifying for the next round of selection process and will not carry any weightage in the further round(s) of selection process.** The number of shortlisted candidates will be 10 (Ten) per post. If the number of posts is more than 2 (two), the number of shortlisted candidates may be approx. 6 (six) per post.

**Table-A: Criteria for Recruitment/Selection against Non-Teaching Posts [Group A (Other Than Registrar)]**

Post	Syllabus for Screening Written Test (SWT)	Syllabus for Trade Test (TT)	Interview
<b>Assistant Registrar (Group A)</b>	<b>Syllabus</b> - A Screening Written Test consisting of objective type questions and/or descriptive type questions shall be conducted. The question will be set for General Studies, Reasoning ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NIT documents/office procedures, NITs	<b>Total marks of Trade Test– 70</b>  <b>Trade Test</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of candidates in computer skills, use of various tools in the administration/ accounts/ academic/ procurement etc. and related work - NIT documents/office procedures, NITs Act, NITs	<b>Total marks – 30</b>  The Personal Interview (PI) and/or Presentation will be conducted by the Selection Committee



	Act, NITs Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedure, Incomes Tax and GST rules and regulations, accounting standards, accounting principles, auditing standards, financial reporting framework for NITs, Internal Auditing, GeM Procurement, Store and Material Management, conduction of CAG audits, accounting works of NITs, Various Policies of the MoE, NEP, NISP, NIRF, Noting & drafting skills, knowledge of Govt. accounts and financial accounting system, course/subjects studied in the qualification prescribed for the post.	Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedure, Incomes Tax and GST rules and regulations, accounting standards, accounting principles, auditing standards, financial reporting framework for NITs, Internal Auditing, GeM procurement, conduction of CAG audits, accounting works of NITs, Various Policies of the MoE, NEP, NISP, NIRF, Noting & drafting skills, knowledge of Govt. accounts and financial accounting system, course/subjects studied in the qualification prescribed for the post. Skills of interpretation of rules & regulations as well as skills of application of accounting and auditing standards. Problem solving skills/attitude.	constituted according to the NITs Statutes.
<b>Assistant Librarian (Group A)</b>	<b>Syllabus</b> – A Screening Written Test consisting of objective type questions and/or descriptive type questions shall be conducted. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, Basic computer knowledge, knowledge of various codes, standards, etc. used in the library, General Awareness and Current Affairs: Constitution of India, Current National and International events, Higher & Technical Education in India, Various Policies of the MoE, NEP, NISP, NIRF, Computer Proficiency: Knowledge of MS Windows, MS Office (MS	<b>Total marks of Trade Test– 70</b>  Trade Test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the practical as well as theoretical knowledge of individuals in Library and Information Science as per course/subjects studied in the qualification prescribed for the post and field experience, and all activities/aspects of Library Management.  Computer knowledge, knowledge of various codes, standards, etc. used in the library, Higher & Technical Education in India, Various Policies of the MoE, NEP, NISP, NIRF, Computer Proficiency:	<b>Total marks – 30</b>  The Personal Interview (PI) and / or Presentation will be conducted by the Selection Committee constituted according to the NITs Statutes.

	word, Power point, Excel), Internet, E-mail system, Basic Data security measures. NITs Act and Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedure, Incomes Tax and GST rules and regulations, basic accounting procedures, Library management systems, course/subjects studied in the qualification prescribed for the post.	Knowledge of MS Windows, MS Office (MS word, Power point, Excel), Internet, E-mail system, Basic Data security measures, Library management systems.  Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude. NITs Act and Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedure, Incomes Tax and GST rules and regulations, basic accounting procedures.	
<b>Executive Engineer (Group A)</b>	<b>Syllabus</b> - A Screening Written Test consisting of objective type questions and/or descriptive type questions shall be conducted. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, Mathematics, Hindi and English language & composition, General Knowledge, current affairs, computer knowledge, course/subjects studied in the qualification prescribed for the post, knowledge of various codes, standards, etc. used in construction and maintenance works.	<b>Total marks of Trade Test– 70</b>  <b>Trade Test</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the sound practical as well as theoretical knowledge of <b>Civil/Electrical Engineering</b> as per course/subjects studied in the qualification prescribed for the post and field experience, <b>and basic aspects of allied Engineering Concepts useful in buildings/campus.</b>  Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude. NITs Act and Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and	<b>Total marks – 30</b>  The Personal Interview (PI) and/or Presentation will be conducted by the Selection Committee constituted according to the NITs Statutes.



		procedure, Incomes Tax and GST rules and regulations, basic accounting procedures.	
<b>Technical Officer/ Scientific Officer (Group A)</b>	<b>Syllabus</b> – A Screening Written Test consisting of objective type questions and/or descriptive type questions shall be conducted. The questions will be set for General Studies, Mathematics, Reasoning ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, sound Computer knowledge, course/subjects studied in the qualification prescribed for the post.	<b>Total marks of Trade Test– 70</b>  <b>Trade Test</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the practical as well as theoretical knowledge of course/subjects studied in the qualification prescribed for the post, practical knowledge of various Operating Systems, Networking, Software Development, programming, laboratory works, etc. Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude. NITs Act and Statutes, Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedure, Incomes Tax and GST rules and regulations, basic accounting procedures.	<b>Total marks – 30</b>  The Personal Interview (PI) and/or Presentation will be conducted by the Selection Committee constituted according to the NITs Statutes.

**For Group B and C Posts:** As per the Ministry Office Memorandum vide F.No.35-4/2016-TS.III, Dated: 11<sup>th</sup> December 2019, Interview is dispensed off for Group B and C posts. For these positions, the Selection Process shall comprise of two Written Test/Examination, i.e., Written Examination/Test-I (WT-I) and Written Examination/Test-II (WT-II). WT-I shall consist of 100-150 Multiple Choice Questions (MCQ) and/or descriptive, out of which nearly 40%-60% questions may be asked from the qualification/area/trade/ specialization/experience required for that post. Each MCQ may carry marks as decided by the Institute. However, the total maximum marks shall be reduced to 100 marks and accordingly, the marks obtained by the candidate shall be calculated. The Written Test-II (WT-II) will be conducted to test the sound theoretical as well as practical knowledge as the case may be.

**Note: As per the Recruitment Rules for Non-Teaching Posts, the Typing Test/Shorthand Test will be conducted for posts where it is mandatory, and it shall be of qualifying nature. The Typing Test/Shorthand Test will be conducted only for candidates who have been shortlisted based on the Written Test-I (WT-I). The candidates who will qualify the Typing Test/Shorthand Test shall be eligible for the next round of the Written Test, i.e., Written Test-II (WT-II).**

**Negative Marking:** for each incorrect answer, @25% of marks allocated to each correct answer shall be deducted in case of MCQ.

The syllabi for WT-I and WT-II are given in **Table-B**. Based on the WT-I marks, a merit list shall be prepared, and candidates will be shortlisted/screened. The number of shortlisted candidates will be 10 (Ten) per post for the next round of selection process. The marks scored in the WT-I by the shortlisted/screened candidates shall be considered for the next round of the selection process and will carry the weightage as mentioned in **Table-B** in the further round(s) of selection process. Thus, the selection will be based on the combined marks obtained in the WT-I and WT-II. Final Merit list will be prepared on the basis of performance (marks) of candidates in Written Tests (WT-I & WT-II). The number of selected candidates shall be limited to the number of available vacancies against the post or as decided by the institute. **Further, Skill Test or Physical Test may be conducted for any Group B & C posts and these tests will only be of qualifying nature.**

**Table-B: Criteria for Recruitment/Selection against Non-teaching Posts (Group B and C)**

Name of Post	Syllabus for Written Test-I (WT-I)	Syllabus for Written Test-II (WT-II)
Superintendent (Group B)	<p><b>Total Marks – 100</b>  <b>Weightage: 50% (For next round i.e., WT-II)</b>  <b>Minimum passing marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> consisting of objective and/or descriptive type questions. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, basic Mathematics, Hindi and English language &amp; composition, General Knowledge, current affairs, Basic</p>	<p><b>Total Marks – 50</b> <b>Weightage: 100%</b>  <b>Minimum Passing Marks – 45% for SC &amp; ST Candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing (Hindi &amp; English), use of various tools in the administration/ accounts/ academic/ procurement etc. and related work – NIT documents/office procedures, Noting &amp; drafting in</p>

	<p>computer knowledge, MS office, NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, GeM, Income Tax and GST rules and regulations, etc. Various Policies of the MoE, NEP, NISP, NIRF, academic and administrative procedures, and accounting works of NITs, course/subjects studied in the qualification prescribed for the post.</p>	<p>Hindi &amp; English, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, Incomes Tax and GST rules and regulations, academic and administrative procedures, and accounting works of NITs, courses/subjects studied in the qualification prescribed for the post and experience desired for the post.</p> <p>Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude.</p>
<p><b>Technical Assistant/Junior Engineer (Group-B)</b></p>	<p><b>Total Marks – 100</b>  <b>Weightage: 50% (For next round i.e., WT II)</b>  <b>Minimum passing marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> consisting of objective and/or descriptive type questions in concerned engineering branch and General Studies, Reasoning ability, Mathematics, Quantitative aptitude, Hindi and English language &amp; composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NITs Act, NITs Statutes, Conduct Rules, GFR, procurement rules and procedures, GeM, courses/subjects studied in the qualifications prescribed for the post.</p>	<p><b>Total Marks– 50</b> <b>Weightage: 100%</b>  <b>Minimum passing marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, operation, maintenance, and upkeep of laboratory equipment, knowledge of laboratory experiments. Practical as well as theoretical knowledge of courses/subjects studied in the qualification prescribed for the post and experience desired for the post.</p> <p>Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude.</p>

<p><b>Senior Technician/ Technician (Group-C)</b></p>	<p><b>Total Marks – 100</b>  <b>Weightage: 50% (For next round i.e., WT II)</b>  <b>Minimum passing marks – 35% for SC &amp; ST candidates and 40% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> consisting of objective and/or descriptive type questions in concerned engineering branch and General Studies, Reasoning ability, Mathematics, Quantitative aptitude, Hindi and English language &amp; composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NITs Act, NITs Statutes, Conduct Rules, GFR, procurement rules and procedures, GeM, courses/subjects studied in the qualifications prescribed for the post.</p>	<p><b>Total marks– 50</b> <b>Weightage: 100%</b>  <b>Minimum passing marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, operation, maintenance, and upkeep of laboratory equipment, knowledge of laboratory experiments. Practical as well as theoretical knowledge of courses/subjects studied in the qualification prescribed for the post and experience desired for the post.</p> <p>Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude.</p>
<p><b>Senior Assistant/ Junior Assistant (Group-C)</b></p>	<p><b>Total Marks – 100</b>  <b>Weightage: 50% (For next round i.e., WT II)</b>  <b>Minimum passing marks – 35% for SC &amp; ST candidates and 40% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> marks consisting of objective and/or descriptive type questions. The questions will be set for General Studies, General maths, Reasoning mental ability, Quantitative aptitude, Hindi and English language &amp; composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules, Conduct Rules,</p>	<p><b>Total Marks – 50</b> <b>Weightage: 100%</b>  <b>Minimum Passing Marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing (English &amp; Hindi), letter/essay drafting skills, Noting &amp; drafting in Hindi &amp; English, use of various tools in the administration/accounts/ academic/procurement etc. and related work – NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules,</p>

	GFR, procurement rules and procedures, GeM, GST rules and regulations, academic and administrative works of NITs, course/subjects studied in the qualification prescribed for the post.	Conduct Rules, GFR, procurement rules and procedures, GST rules and regulations, academic and administrative works of NITs, course/subjects studied in the qualification prescribed for the post and experience desired for the post.  Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude.
<b>Stenographer (Group-C)</b>	<p><b>Total Marks – 100</b>  <b>Weightage: 50% (For next round i.e., WT II)</b>  <b>Minimum passing marks – 35% for SC &amp; ST candidates and 40% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> consisting of objective and/or descriptive type questions. The questions will be set for General Studies, General maths, Reasoning mental ability, Quantitative aptitude, Hindi and English language &amp; composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, GST rules and regulations, academic and administrative works of NITs, course/subjects studied in the qualification prescribed for the post.</p>	<p><b>Total Marks – 50</b> <span style="float: right;"><b>Weightage: 100%</b></span>  <b>Minimum Passing marks - 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing (English &amp; Hindi), stenography, letter/essay drafting skills, Noting &amp; drafting in Hindi &amp; English, use of various tools in the administration/accounts/ academic/procurement etc. and related work – NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR &amp; SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, GST rules and regulations, academic and administrative works of NITs, course/subjects studied in the qualification prescribed for the post and experience desired for the post.  Knowledge of office procedures, file processing, correspondence within and outside the Institute. Problem solving skills/attitude.</p>

<p><b>Lab Attendant/ Office attendant (Group-C)</b></p>	<p><b>Total Marks – 100</b>  <b>Weightage: 40% (For next round i.e., WT-II)</b>  <b>Minimum passing marks – 35% for SC &amp; ST candidates and 40% for others</b></p> <p><b>Syllabus – A Written Test (WT-I)</b> consisting of objective and/or descriptive type questions. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, basic Mathematics, Hindi and English language, operation, maintenance, safety, cleaning of office/ laboratory, laboratory equipment, maintenance and sorting/handling of records, all other office/laboratory related activities, hospitality, etc., General Knowledge, current affairs, Basic computer knowledge, MS office, office procedures/works, courses/subjects studied in the qualification prescribed for the post.</p>	<p><b>Total marks – 60</b>  <b>Weightage: 100%</b>  <b>Minimum passing marks – 45% for SC &amp; ST candidates and 50% for others</b></p> <p><b>Written Test-II</b> will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, Hindi &amp; English language, operation, maintenance, safety, cleaning of office/ laboratory, laboratory equipment, maintenance and sorting/handling of records, all other office/laboratory related activities, hospitality, etc., course/subjects studied in the qualification prescribed for the post and the experience/aptitude desired for working in such Institutions. Knowledge of basic office procedures, file processing, etc. Problem solving skills/attitude.</p>
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**Note:**

- 1) The Core Committee constituted for the recruitment of non-teaching staff shall have the right to change the syllabus, number of questions, type of questions and weightage based on the nature of post or otherwise with the approval of the Director.
- 2) The Institute also reserves the right to test the candidates on topics not mentioned in the syllabus but relevant to the post.
- 3) Recommendations of Selection Committee shall be final in all respect.
- 4) If there is more than one candidate against one post based on total marks, the selection committee shall decide the tie-breaker criteria based on qualification, marks, etc.

  
 26.06.25  
**Registrar**  
**NIT Sikkim**