

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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

- (i) 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)/advertisement. Provisional lists of eligible/ineligible candidates may be displayed on the Institute website. The respective committee shall be responsible for checking of 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) days or as communicated in the notice** of the publication of the provisional lists on the Institute website. Grievances, if any, received on the outcomes of the Scrutiny Committees may be further examined by the core committee/Grievance Committee constituted by the Director, NIT Sikkim. Based on the recommendations of the Grievance Committee, the concerned candidate for the post will be communicated through Email provided by him/her. Recommendations of the Grievance Committee shall be final and no more representation shall be considered afterwards. No other written communication shall be made/entertained in this regard. **All communication by the Institute and the applicant (provided by him/her) shall be made through E-mail specified for this purpose by the Institute.**
- (ii) In general, the selection process may consist of screening of applicants followed by Written Test (objective/multiple choice, descriptive, etc.) (WT)/Trade Test (TT)/Presentation/Personal Interview (PI). The screening of the applicant shall be done based on the criteria set by the core committee to shortlist the candidates for each post or Screening Written Test (SWT). The higher criteria may be set for any post by the core committee constituted by the Director over and above 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 to approximately 10 (ten) candidates per post. If the number of posts is more than 2 (two), the number of shortlisted candidates may be approx. 6 (six) per post. The decision of the core committee/selection committee shall be final and binding on the applicants and no query shall be entertained in this regard. There shall be no weightage of Screening Written Test (SWT) in the further round of final selection process of the applicant/candidate against any post in group A. The core committee constituted for the recruitment of



non-teaching staff shall have the right to change the syllabus, number of questions, minimum qualifying marks and weightages based on the nature of post or otherwise with approval of the Director and/or Chairperson BoG.

- (iii) **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 presentation about the Candidate, NIT documents/office procedure/NIT Act/NIT Statutes/CCS FR & SR Rules/CCS (CCA) Rules/Conduct Rules/GFR/procurement procedure/academic, administrative, accounting works of NITs/plan for the NIT Sikkim for achieving higher ranking in Institutions of National Importance, general knowledge, language, drafting, etc. followed by interview. A screening written test (SWT) and/or trade test (TT) may be conducted by the Institute, if deemed necessary. Weightage of the SWT/TT/ presentation and interview shall be decided by the Selection Committee. Final selection to the post shall be made according to the Statute 23 of NIT Statutes and as per the recommendations of 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 trade test and interview. The Institute reserves the right to conduct a SWT in case of higher number of (more than 10) applicants per post. The syllabus for screening written test, TT, etc. is given in **Table-A**. The marks scored in the SWT shall be considered only for qualifying for the next round of selection process and will not carry any weightage in the further round(s) of selection process. The Institute reserves the right to set a minimum passing marks criterion for SWT for screening into the further stages of recruitment.

For Group B and C posts – As per the DoPT Office Memorandum No.39029/01/2013-Estt(B)-Part dated 29th December 2015, Interview is dispensed off for Group B and C posts advertised. Therefore, a Screening Written Test (SWT) will be conducted for each post. The SWT shall consist of 100-150 multiple choice questions (MCQ) and/or descriptive questions, out of which nearly 40%- 60% will be from the qualification/area/trade/specialisation/experience required for that post. **Negative Marking:** - for each incorrect answer, marks @25% of marks allocated to each correct answer shall be deducted. The syllabus for SWT, TT, etc. is given in **Table-B**. Based on the SWT marks a merit list shall be prepared and candidates will be shortlisted/screened in the ratio as given in the point (ii) above of the number of vacancies for the next round of selection process. The marks scored in the SWT by the shortlisted/screened candidates shall be considered for the next round of 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 marks in the SWT, Trade Test (TT) and personal interaction during trade test.



Table-A: Criteria for Recruitment/Selection against Non-teaching Posts [Group A (other than Registrar)]

Post	Syllabus for SWT	Syllabus for Trade Test (TT)	Interview
Assistant Registrar (Group A)	Syllabus - 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 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, conduction of CAG audits, accounting works of NITs, Noting & drafting skills, knowledge of Govt. accounts and financial accounting system, course/subjects studied in the qualification prescribed for the post.	Total marks of Trade Test– 70 Trade Test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, use of various tools in the administration/ accounts/ academic/ procurement etc. and related work - NIT documents/office procedures, NITs 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, conduction of CAG audits, accounting works of NITs. Skills of interpretation of rules & regulations as well as skills of application of accounting and auditing standards.	Total marks – 30 The Personal Interview (PI) and/ or Presentation will be conducted by the Selection Committee constituted according to the NITs Statutes.
Executive Engineer (Group A)	Syllabus - 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	Total marks of Trade Test– 70 Trade test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of various aspects of Civil/Electrical Engineering as per course/subjects studied in the qualification prescribed for the post and field	Total marks – 30 The Personal Interview (PI) and/ or Presentation will be conducted by the



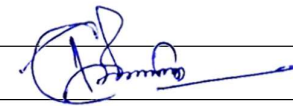
	affairs, Basic computer knowledge, course/subjects studied in the qualification prescribed for the post, knowledge of various codes, standards, etc. used in construction works and procurement of goods services and works in NITs.	experience, basic aspects of Mechanical Engineering and Engineering works in buildings/campus.	Selection Committee constituted according to the NITs Statutes.
Technical Officer/ Scientific Officer (Group A)	Syllabus – 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, Computer knowledge, course/subjects studied in the qualification prescribed for the post.	Total marks of Trade Test– 70 Trade Test 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, laboratory works, etc.	Total marks – 30 The Personal Interview (PI) and/or Presentation will be conducted by the Selection Committee constituted according to the NITs Statutes.

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

Name of Post	Syllabus for Screening Written Test (SWT)	Syllabus for Trade Test (TT)
Superintendent (Group B)	Total Marks – 100 Weightage: 50% (For next round i.e. Trade Test) Minimum passing marks – 35% for SC & ST candidates and 40% for others Syllabus – A screening written test of 100 marks consisting of objective and/or descriptive type questions. The questions 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 Act, NITs Statutes, CCS FR & SR	Total marks of Trade Test – 50 Weightage: 100% Minimum passing marks – 35% for SC & ST candidates and 40% for others Trade Test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing (Hindi & English), use of various tools in the administration/ accounts/ academic/ procurement etc. and related work – NIT documents/office procedures, Noting & drafting in Hindi & English, NITs Act, NITs Statutes, CCS FR & SR Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, Incomes Tax and GST rules



	Rules, CCS (CCA) Rules, Conduct Rules, GFR, procurement rules and procedures, Incomes Tax and GST rules and regulations, academic, administrative, and accounting works of NITs, course/subjects studied in the qualification prescribed for the post.	and regulations, academic, administrative, and accounting works of NITs, courses/subjects studied in the qualification prescribed for the post and experience desired for the post.
Technical Assistant (Group-B)	<p>Total Marks – 100 Weightage: 50% (For next round i.e. Trade Test) Minimum passing marks – 35% for SC & ST candidates and 40% for others Syllabus – A screening written test of 100 marks consisting of objective and/or descriptive type questions in concern engineering branch. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, Basic computer knowledge, MS office, courses/subjects studied in the qualifications prescribed for the post.</p>	<p>Total Marks of Trade Test – 50 Weightage: 100% Minimum passing marks – 35% for SC & ST candidates and 40% for others Trade Test 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, etc., practical as well as theoretical knowledge of courses/subjects studied in the qualification prescribed for the post and experience desired for the post.</p>
Technician (Group-C)	<p>Total Marks – 100 Weightage: 40% (For next round i.e., Trade Test) Minimum passing marks – 35% for SC & ST candidates and 40% for others Syllabus – A screening written test of 100 marks consisting of objective and/or descriptive type questions. The questions will be set for General Studies, Reasoning, mental ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, Basic computer knowledge, MS office, courses/subjects studied in the qualification prescribed for the post.</p>	<p>Total marks of Trade Test – 60 Weightage: 100% Minimum passing marks – 35% for SC & ST candidates and 40% for others Trade Test 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, etc., 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>Junior Assistant (Group-C)</p>	<p>Total Marks – 100 Weightage: 40% (For next round i.e. Trade Test) Minimum passing marks – 35% for SC & ST candidates and 40% for others Syllabus – A screening written test of 100 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 & composition, General Knowledge, current affairs, Basic computer knowledge, MS office, NIT documents/office procedures, NITs Act, NITs Statutes, CCS FR & 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>Total Marks of Trade Test – 60 Weightage: 100% Minimum Passing Marks – 35% for SC & ST Candidates and 40% for others Trade Test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing (English & Hindi), letter/essay drafting skills, Noting & drafting in Hindi & 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 & 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.</p>
<p>Lab Attendant/ Office attendant (Group-C)</p>	<p>Total Marks – 100 Weightage: 40% (For next round i.e. Trade Test) Minimum passing marks – 35% for SC & ST candidates and 40% for others Syllabus – A screening written test of 100 marks consisting of objective and/or descriptive type questions. The questions will be set for General Studies, Reasoning ability, Quantitative aptitude, Hindi and English language & composition, General Knowledge, current affairs, Basic computer knowledge, MS office, office procedures, courses/subjects studied in the qualification prescribed for the post.</p>	<p>Total marks of Trade Test – 60 Weightage: 100% Minimum passing marks – 35% for SC & ST candidates and 40% for others Trade Test will be conducted by the Committee constituted by the Director, NIT Sikkim to check the knowledge of individuals in computer skills, typing, Noting & drafting in Hindi & English, operation and maintenance of office/ laboratory equipment, maintenance and sorting of records etc., course/subjects studied in the qualification prescribed for the post and the experience/aptitude desired for working in such Institutions.</p>



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, minimum passing marks and weightage based on the nature of post or otherwise with the approval of the Director and/or Chairperson BoG.
2. The institute also reserve 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.

**Sd/-
Registrar
NIT Sikkim**

COVID 19 appropriate behaviour Compliance:

1. In view of the prevailing COVID Containment measures, candidates coming to the campus must have been administered TWO doses of vaccination approved by the Govt of India
2. If not, the candidates must submit RTPCR negative report (test taken in less than 48 hours).
3. If only one dose of vaccination is administered, RTPCR negative test report is also to be submitted for entry into the campus.
4. Mask shall be compulsory for all persons and no entry shall be permitted if anyone is found without masks.
5. If social distancing and COVID appropriate behaviour is not maintained the Institute may debar such candidates from the recruitment process.

NON COMPLAINEE of the above shall lead to disallowance of entry into the campus and participation in the Recruitment process.

**Registrar
NIT Sikkim**

