

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD**

No: 411002/2/2023-NFR

Dated- 14.08.2023

NOTICE

Ref:- Advertisement no: 411002/2/2023-NFR dated 10.02.2023 for recruitment of Placement Officer (PL-12), IIT (ISM), Dhanbad.

Applicants, shortlisted for recruitment tests for the post of Placement Officer (PL-12) are hereby informed about the schedule of recruitment test(s) as under:-

Date	Test	Time and Venue
27.08.2023 Sunday	Written Test (Subjective Type): [80 marks]	Reporting Time: 08:30 AM Time of Test: 09:00 AM to 11:00 AM Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
	Trade Test (20 marks)	Reporting Time: 11:15 AM Time of Test: 11:30 AM to 12:00 Noon Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
27.08.2023 Sunday	Presentation & Interview : Power-point presentation followed by Interview	Reporting Time: 03:00 PM Document verification: 03:00 PM to 04:00 PM Time of Interview: 04:00 PM onwards Venue: Conference Room, first floor, Admin Block, IIT(ISM), Dhanbad

2. Recruitment test(s) of Placement Officer (PL-12) will be conducted in two stages i.e. stage -I (Written test + Trade Test) and stage -II (Presentation & Interview).

3. Candidates will be shortlisted for stage -II (Presentation & Interview) on the basis of performance in the stage -I [Written test + Trade Test]. Such shortlisted candidates will be allowed for stage -II (Presentation & Interview) on their successful completion of Document verification, prior to stage -II.

4. Syllabus for recruitment test:-

Stage -I (**Written test + Trade Test**)

Written Test [80 marks] (Duration - 2 Hrs)

This will comprise of subjective questions in English Language and Comprehension.

English comprehension – 20 marks

Data Analysis (related to Career Development, Placement, etc.) – 20 marks

Letter Writing (related to Career Development, Placement, etc.) – 20 marks

Problem Statement Analysis (related to Career Development, Placement, etc.) – 20 marks

Trade test (20 Marks) (Duration - 30 Minutes)

Checking the knowledge of working on computers related to MS Office (Word, Power point, Excel)

5. **Minimum cut off marks:-**

No. of Vacancy	Shortlisting criteria for Presentation & Interview
UR- 01	05 times of the number of vacancy (i.e. approx. 05) Note- The top 5 candidates in order of merit based on combined performance of Written test and Trade test, subject to obtaining the minimum 40% marks in each step, shall be shortlisted for Presentation and Interview.

Note 1: In case, two or more candidates secure equal marks (Written test + Trade test), all such candidates will qualify for the next round.

Note 2: Candidates qualified for Presentation & Interview will be required to give a power point presentation on experience & motivations, strategy & vision, roadmap for activities like placement and career development in Higher Educational Institutions, Industry – Institute relation build up etc. in 05 slides for a maximum duration of 10 minutes.

6. **Document Verification:-**

The candidates shortlisted for Presentation & Interview have to bring for verification viz. the certificates in original including date of birth certificate, mark sheet & passing certificates of educational and technical qualifications, experience certificate, pay slips of January month of each year i.e. 2016 to 2023, 'No Objection Certificate' from the present employer (if they are employed in Govt. organization/ Institute/ Autonomous Body) etc. as mentioned in the advertisement in support of their eligibility.

6.1 In case, failing to produce the above documents, their candidature will be cancelled and they will not be allowed to appear in Presentation and Interview, even on passing the Written Test / Trade Test.

7. Final selection will be on the basis of performance in the Presentation and Interview subject to successful completion of document verification.

8. Admit cards for the tests will be available for download on or after 21.08.2023. The candidates may visit https://nfr.iitism.ac.in/index.php/recruitment/User_login and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

(Prabodh Pandey)
Registrar (Actg.)