

**NOTICE**

**Ref:- Advertisement no: 411002/15/2023-NFR dated 08.09.2023 for recruitment to the post of Junior Assistant (PL-3) at IIT (ISM), Dhanbad.**

Candidates, shortlisted for recruitment tests for the post of Junior Assistant (PL-3) are hereby informed about the schedule of recruitment test(s) as under:-

<b>Name of the Post- Junior Assistant</b>				
<b>Name of the Test</b>	<b>Test Date</b>	<b>Reporting Time</b>	<b>Test Time</b>	<b>Venue</b>
Written Test [Objective type]: (80 marks)	<b>02.12.2023 (Saturday)</b>	9:00 AM	09:30 AM– 11:00 AM	IIT (ISM) Dhanbad
Computer Proficiency Test: (20 marks)	<b>03.12.2023 (Sunday)</b>	9:00 AM	09:30 AM– 10:00 AM	4 <sup>th</sup> Floor, NLHC, IIT (ISM) Dhanbad
Typewriting Speed Test (Qualifying in Nature)		10:15 AM	10:30 AM– 10:40 AM	

The recruitment test of Junior Assistant shall be conducted in three Steps i.e. Step –I (Written Test), Step –II (Computer Proficiency Test) and Step – III (Trade Test named as Typewriting Speed Test).

Step – III (Typewriting Speed Test) will be qualifying in nature and will not have any weightage in preparation of final merit list.

Approximately ten (10) times candidates of the total number of vacancies will be shortlisted for Step – II and III scheduled on 03.12.2023 subject to obtaining the minimum cut-off marks mentioned hereunder. List of such shortlisted candidates will be published and uploaded in this Institute's website on 02.12.2023 after 06.00 P.M.

Candidates will further be shortlisted for Document Verification on the basis of performance in the Step – I (Written test) and Step – II (Computer Proficiency Test) subject to qualifying in the Step – III (Typewriting Speed Test).

Merit list will be prepared on the basis of combined marks obtained in Step – I (Written test) and Step – II (Computer Proficiency Test).

Final selection of the candidates, from the Merit List (in order of merit), against the vacancies and Offer letter will be issued to those who completes the Document Verification successfully.

Answer sheets of English Typewriting test and Written test will be evaluated through computer based software; however, as sample testing upto 10% evaluated answers sheets may be checked manually. Answer scripts of Hindi typewriting speed test will be evaluated manually.

The candidates will have the option to choose English or Hindi for Typewriting Speed Test. Candidates will be required to type a printed passage having minimum 1250 (in English) / 1000 (in Hindi) key strokes in 10 minutes.

Question paper for Written Test shall be in English and Hindi and question paper for CPT will be in English only.

The Syllabus and Modalities of Step-I (Written test), Step-II (Computer Proficiency Test) and Step-III (Typewriting Speed Test) is mentioned in **Annexure-A**.

**Minimum cut off marks:-**

<b>No. of Vacancies – 31*</b>	<b>Shortlisted for Step-II (Computer Proficiency Test) and Step – III (Typewriting Speed Test) based on the performance in Step-I (Written Test)</b>	<b>For preparation of Merit List (based on the performance in Written Test and CPT)</b>
UR- 17 SC-04 OBC-08 ST – 02	Ten (10) times of the total number of vacancies, subject to minimum qualifying marks which is as under:  UR : 40% marks                      and SC/ST/OBC/PwBD : 35% marks  Provided that: 1) If the number of reserved category candidates in the shortlisted candidates list are not adequate (i.e. approximately 10 times the number of vacancies for the respective category), candidates from lower merit may be shortlisted under that category only, subject to obtaining the minimum qualifying marks. 2) In case, the marks obtained in Step – I (Written Test) by two or more candidates at 170th (in case of UR) / 40th (in case of SC)/ 80th (in case of OBC) / 20th (in case of ST) position, under same category is equal, all such candidates may be shortlisted for Step –II (Computer Proficiency Test) and Step – III (Typewriting Speed Test).	UR : Minimum 40% marks [in each Step – Written test and CPT]  SC/ST/OBC/PwBD: Minimum 35% marks [in each Step – Written test and CPT]

\* Three (03) posts are reserved for the Persons with following benchmark disabilities having category a, b, c & e.

- a) Blindness and low vision – 01 post
- b) Deaf and Hard of hearing – 01 post
- c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) Autism, intellectual disability, specific learning disability and mental illness;
- e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf blindness – 01 post

**Tie-breaking Criteria:-**

**For preparation of Merit List (based on the performance in Written Test and CPT)**

In case two or more candidates secure equal marks against same vacancy under same category in final Merit List, the following methodology will be adopted for final

selection:

- a) Candidate securing more marks in Written Test is to be ranked higher.
- b) In case two or more candidates secure equal marks in both Written Test and Computer Proficiency Test, candidate senior in Age is to be ranked higher.

**Document Verification:-**

The candidates shortlisted for document verification, on the basis of performance in Step –I (Written Test) and Step –II (Computer Proficiency Test), will have to produce the following documents in original (as mentioned in the advertisement) in support of their eligibility:

- (i) Matriculation certificate in support of Date of Birth
- (ii) Mark sheet of educational and technical qualifications
- (iii) Certificate of educational and technical qualifications
- (iv) No Objection Certificate from the present employer (if they are employed in Central Govt. / State Govt. / Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs) etc.

In addition, the following documents are also required to be produced for the verification:

**For OBC Category:** Valid OBC-NCL certificate issued by the Competent Authority in the format prescribed for appointment under Govt. of India.

**For SC/ST Category:** Valid caste/Tribe/Category certificate issued by the competent authority in the format prescribed for appointment under Govt. of India.

**For PwBDs candidates:** Valid PwBDs certificate issued by the competent authority in the prescribed format.

In case, failing to produce the above documents, their candidature will be cancelled and they will not be selected against the vacancy of the posts, even on passing in Step –I (Written Test) and Step –II (Computer Proficiency Test).

Admit cards for the tests will be available for download on or after 28.11.2023. The candidates may visit [https://nfr.iitism.ac.in/index.php/recruitment/User\\_login](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).

**Registrar**

**Syllabus for Junior Assistant****A. Written Test [Objective type] (80 MCQ):**

(i) **English Grammar and Comprehension (20 MCQ)** carrying one mark each.

(ii) **Mathematical Abilities (20 MCQ)** carrying one mark each.

(iii) **Reasoning & General Intelligence (20 MCQ)** carrying one mark each.

(iv) **General Knowledge & Current Affairs (20 MCQ)** carrying one mark each.

**B. Computer Proficiency Test: (30 minutes Duration) [20 marks]**

MS-Word, Excel, Power Point

**C. Evaluation Process:** Answer scripts for CPT shall be evaluated for only those candidates who qualify in the Typewriting Speed Test and also obtain minimum qualifying marks prescribed for Written Test. Final merit list shall be prepared on the basis of marks obtained in Written Test and CPT subject to obtaining minimum qualifying marks as under:-

Name of the Test	Qualifying marks	
	UR	SC/ST/OBC/PwBDs
Written Test (MCQ)	40%	35%
Computer Proficiency Test	40%	35%

**D. Rules & Syllabus for Typewriting Speed Test in English:**

- A paragraph consisting of approximately 1250 keystrokes (i.e. approx. 250 words) shall be given to the candidates for typing the same in maximum 10 minutes.
- Space bar is included in 1250 keystrokes.
- Any other key such as shift, delete, backspace, enter, etc. shall not be counted as a keystroke.
- Candidates should complete the paragraph and in case they do so within 10 minutes, they can utilize the remaining time in making corrections.

**E. Rules & Syllabus for Typewriting Speed Test in Hindi:-**

- A paragraph consisting of approximately 1000 keystrokes (i.e. approx. 200 words) shall be given to the candidates for typing the same in maximum 10 minutes.
- Space bar is included in 1000 keystrokes.

- Any other key such as shift, delete, backspace, enter, etc. shall not be counted as a keystroke.
- Candidates should complete the paragraph and in case they do so within 10 minutes, they can utilize the remaining time in making corrections.
- Krutidev or Mangal fonts can be used for the purpose of Hindi typewriting test. **Candidates opted for typewriting test in Hindi, may intimate the Institute in advance through email at [recruitment\\_nonfaculty@iitism.ac.in](mailto:recruitment_nonfaculty@iitism.ac.in).**

**F. Evaluation of Typewriting Speed Test (English and Hindi):**

The following shall be taken into account for error counting:

- This Test will be non - case sensitive i.e. use of capitals instead of small or vice-versa shall not be counted as an error.
- Merger of two or more words: No. of errors = no. of words merged
- Missing word(s) – Each missing word shall be counted as an error
- Splitting a word by space: 1 error
- Typing wrong character(s) in a word: 1 error
- Missing of punctuation mark(s) shall be ignored.
- Any additional word(s) will not be taken into consideration in evaluating the typing Test

**G. Calculation of percentage error** = (No. of errors x 100 x 5)/ [No. of key strokes (including space) in the passage given for typing]

**Typewriting Speed Test (Qualifying)**

For qualifying the typewriting speed Test, the following criteria shall be followed:

<b>Category</b>	<b>Maximum Permissible Percentage Error (%)</b>
UR	Less than or equal to 10%
SC/ST/OBC/PwBD	Less than or equal to 12%

Typewriting test in English will be conducted through in-house software/computer programme developed. However, typewriting test in Hindi will be conducted through MS – Word on computer. CPT will be conducted in the office application software on computer.

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