

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

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

No: 411002/6/2021-NFR

Dated 19.08.2022

NOTICE

Ref:- Advertisement no: 411002/6/2021-NFR dated 15.07.2021 for recruitment of Junior Assistant, IIT (ISM), Dhanbad.

Candidates qualified in the Screening Test for the post of Junior Assistant are hereby informed that Trade Test, Written Test and Computer Proficiency Test are scheduled to be held at **New Lecture Hall Complex, IIT (ISM), Dhanbad on 18.09.2022** as per the scheme mentioned below:

1. The schedule for Tests shall be as under:-

Reporting time for the Tests on 18.09.2022 at 08:00 AM			
Tests	Batch-I	Batch-II	Batch-III
Trade Test (Part-I and Part-II) [In three batches]	9:00- 09:30 AM	11:00 AM-11:30 AM	02:00- 02:30 PM
Computer Proficiency Test [In three batches]	09:45-10:15 AM	11:45 AM-12:15 PM	02:45 - 03:15 PM
Written Test [All three batches]	04:30 PM - 06:00 PM		

2. The candidates will have the option to choose English or Hindi for Typewriting Test (Part-I of Trade Test). Candidates will be required to type a passage of about 2000 key strokes in 10 minutes. The matter for typewriting speed shall be provided in hard copy.

3. Question paper for all other Tests, namely - Part-II of Trade Test, Written Test and CPT will be in **ENGLISH** only.

4. The Syllabus and Modalities of Trade Test (Typewriting Speed Test and Skill Test) is given in **Annexure-I**. Syllabus for Written Test and Computer Proficiency Test (CPT) shall be as under:-

A. Written Test [Objective type] (80 MCQ):

(i) English Language and Comprehension (50 MCQ) carrying one mark each on the following topics:-

Comprehension, Letter writing, Tenses, Modals, Determiners, Reported Speech, Cloze Test, verbs and uses, Idioms and Phrases, One word substitution etc.

(ii) Data Analysis and Quantitative Aptitude (30 MCQ) carrying one mark each on the following topics:-

[Number System, Percentage, Discount, Simple and Compound Interest, Profit & Loss, Ratio and Proportion, Problems on algebraic equations, Time and work, Mensuration, Simple Trigonometry, Statistics & Probability, Data interpretation]

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

MS-Word, Excel, Power Point

Marks of Computer Proficiency Test shall be normalised as per formula detailed in **Annexure-II**.

5. The candidates will be required to sign the print-out of the answer scripts of Typewriting Speed Test (Part: I of Trade Test), Skill Test (Part: II of Trade Test) and Computer Proficiency Test.

6. **Evaluation Process:** Answer scripts for Part-II of Trade Test shall be evaluated for only those candidates who qualify in the Part – I of Trade Test, i.e. Typewriting Speed Test. Answer scripts of Written Test shall be evaluated for only those candidates who qualify in Trade Test [Both Part I & Part II]. Answer scripts of CPT shall be evaluated for only those candidates who qualify in the Trade Test [Both Part I & Part II] 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/EWS/PwDs
Written Test (MCQ)	40%	35%
Computer Proficiency Test (Practical Test on computers)	40%	35%

7. Admit cards for the tests will be available for download on or after 12.09.2022.

(P R K Sinha)
Registrar (Actg.)

TRADE TEST [Part I: Typewriting Speed Test & Part II: Skill Test]**Rules & Syllabus**

1. This Test will consist of two parts – Part I will be a Test of typewriting speed and accuracy. Part – II will be a Test on the use of various tools available in MS Word viz. Alignment, font size, font-type, indentation, uppercase to lowercase or lowercase to upper case, sentence case, insert page number, pictures, shapes, hyperlinking, creation and formatting of table etc.
2. Both the parts are compulsory.
3. Rules for Typewriting Speed Test:
 - i. A paragraph consisting of approximately 2000 keystrokes (i.e. approx. 400 words) shall be given to the candidates for typing the same in maximum 10 minutes.
 - ii. Space bar is included in 2000 keystrokes.
 - iii. Any other key such as shift, delete, backspace, enter, etc. shall not be counted as a keystroke.
 - iv. Candidates should complete the paragraph and in case they do so within 10 minutes, they can utilize the remaining time in making corrections.
4. Rules for evaluation of Typewriting Speed Test:

The following shall be taken into account for error counting:

- i. 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.
- ii. Merger of two or more words: No. of errors = no. of words merged
- iii. Missing word(s) – Each missing word shall be counted as an error
- iv. Splitting a word by space: 1 error
- v. Typing wrong character(s) in a word: 1 error
- vi. Missing of punctuation mark(s) shall be ignored.
- vii. Any additional word(s) will not be taken into consideration in evaluating the typing Test

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

5. Qualifying standard

Part I : Typewriting Speed Test (Qualifying)

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

Category	Maximum Permissible Percentage Error (%)
UR	Less than or equal to 10%
SC/ST/OBC/EWS/PwD	Less than or equal to 12%

Part II : Skill Test – (Full Marks 50) Test on the use of various tools available in MS Word viz. Alignment, font size, font-type, indentation, uppercase to lowercase or lowercase to upper case, sentence case, insert page number, pictures, shapes, hyperlinking, creation and formatting of table etc.

The candidates qualifying the Part : I and obtaining minimum qualifying marks (UR-40%; SC, ST, OBC, EWS, PwD – 35%) marks in Part : II shall be considered **QUALIFIED** in the Trade Test (Typewriting Speed Test and Skill Test).

Annexure-II

Applicants for the post of Jr. Assistant are hereby informed that the formula for normalization in Computer proficiency test is as under:

Normalized marks of j^{th} candidate in the i^{th} session \widehat{M}_{ij} is given by :

$$\widehat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

M_{ij} : is the actual marks obtained by the j^{th} candidate in the i^{th} session.

\bar{M}_t^g : is the average marks of top 10% of the candidates considering all the session.

M_q^g : is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

\bar{M}_{ti} : is the averages marks of the top 10% of the candidates in the i^{th} session.

M_{iq} : is the sum of the mean marks and standard deviation of the i^{th} session.

M_q^{gm} : is the sum of mean marks of the candidate in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 2 decimal places