

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

No. 411002/2/2021-NFR

Dated:30 June, 2021

NOTICE

The applicants for the post of Deputy Registrar and Assistant Registrar applied against Advertisement No. 411002/2/2021-NFR dated 04 February, 2021 are hereby informed that the details of scrutiny of applications have been uploaded on the website of the Institute and the same are also updated in the recruitment portal. The following lists are linked for information of the applicants:

[Annexure-I: List of applicants shortlisted for the post of Deputy Registrar.](#)

[Annexure-II: List of applicants not shortlisted for the post of Deputy Registrar.](#)

[Annexure-III: List of applicants shortlisted for the post of Assistant Registrar.](#)

[Annexure-IV: List of applicants not shortlisted for the post of Assistant Registrar.](#)

If any rejected applicant wishes to make a representation, he/she may do so within one week of publication of the lists for consideration and decision of the Institute. After seven days of issue of this notice, no such representation shall be entertained.

The candidates shortlisted for the post of Deputy Registrar/Assistant Registrar are hereby informed that the modalities for Screening Test, Written Test, Computer Proficiency Test and Interview for the posts of Deputy Registrar and Assistant Registrar shall be conducted during 03rd to 05th August, 2021 at IIT (ISM), Dhanbad as per scheduled mentioned at Page no. 2 of this notice.

The candidates appearing in the above test are requested to bring all original testimonials. Viz., Mark sheet and Certificates of educational qualification, experience certificates, Caste Certificate, Valid non-creamy layer certificate, No Objection Certificate etc. for verification on the date of interview, if they are shortlisted for the same. Failure in presenting these documents shall lead to cancellation of candidature and such candidates may not be allowed to appear in the interview.

Registrar

Webmaster, IIT(ISM), Dhanbad – for uploading on the website

Date and Time	Test	Deputy Registrar	Assistant Registrar
03.08.2021 (Tuesday)	<p>Screening Test (Common for DR and AR):</p> <p>100 marks = 1x100 objective type questions on:</p> <p>CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, New Pension Scheme, TA Rules, GFR – 2017, Pay Fixation, Deputation, Lien Retirement, Probation and Confirmation, CCS (Temporary Service) Rules, General Accounting Procedure, Audit, Budget, Right to Information Act, 2005 Reservation and Concession in Govt. Services, Knowledge of relevant provisions of Income Tax, GST etc. along with recent changes, Banking and Investments, CGHS/CSMA rules, PFMS, GeM, GPF/ CPF, Govt. Purchase Procedure and Contract Management General Awareness General Intelligence and Numerical Aptitude.</p>	<p>08 am to 09:30 am</p> <p>(Common paper for DR and AR)</p>	
<p>Note: Candidates shortlisted on the basis of Screening Test shall be called to appear in the Written test and Computer Proficiency Test. (Separate cut-off marks for the Posts of DR and AR shall be decided by the Committee conducting the test and its decision shall be final)</p>			
03.08.2021 (Tuesday)	<p>Part- A: Written Test (80 marks):</p> <p>English Comprehension, Noting, Drafting, Short essay (50 marks)</p> <p>Short Answer type questions on:</p> <p>CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, New Pension Scheme, TA Rules, GFR – 2017, Pay Fixation, Deputation, Lien Retirement, Probation and Confirmation, CCS(Temporary Service) Rules, General Accounting Procedure, Audit, Budget, Right to Information Act, 2005 Reservation and Concession in Govt. Services. Knowledge of relevant provisions of Income Tax, GST etc. along with recent changes, Banking and Investments, CGHS/CSMA rules, PFMS, GeM, GPF/ CPF, Govt. Purchase Procedure and Contract Management (30 Marks)</p>	11:30 am to 1:30 pm (For DR)	2:30 pm to 4:30 pm (For AR)
	<p>Part – B: Computer Proficiency Test (Common for DR and AR):</p> <p>MS-Word, Excel, Power Point (20 marks)</p>	<p>05:00 pm to 05:30 pm</p> <p>(Common paper for DR and AR)</p>	
<p>Note: Candidates shortlisted on the basis of their performance in the written test and computer proficiency test shall be called to appear in the Interview. Final Selection shall be on the basis of performance of the candidates in the Interview.</p>			
04.08.2021 (Wednesday)	Interview	DR:10 am onwards	AR:02 pm onwards
05.08.2021 (Thursday)	Interview for Assistant Registrar (remaining candidates)	10 am onwards (if required)	