

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

No. 411002/1/12019-Estt.

Dated: 20th January, 2020

NOTICE

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 as under:

Date and Time	Test	Deputy Registrar	Assistant Registrar
15.02.2020	Screening Test: 100 marks = 1x100 objective type questions on: 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, General Awareness General Intelligence and Numerical Aptitude.	08 to 09:30 am (Common paper for DR and AR) Venue: New Lecture Hall Complex (NLHC), IIT(ISM), Dhanbad	
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). List of such candidates shall be displayed at NLHC Notice Board.			
15.02.2020	Part- A: Written Test (80 marks): English Comprehension, Noting, Drafting, Short essay (50 marks) Short Answer type questions on: 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, Temporary Service Rules, General Accounting Procedure, Audit, Budget, Right to Information Act, 2005 Reservation and Concession in Govt. Services. (30 Marks)	11:30 am to 01:30 pm (For DR) Venue: New Lecture Hall Complex (NLHC), IIT(ISM), Dhanbad	02:30 pm to 04:30 pm (For AR) Venue: New Lecture Hall Complex (NLHC), IIT(ISM), Dhanbad
	Part – B: Computer Proficiency Test: MS-Word, Excel, Power Point (20 marks)	05:00 to 05:30 pm (Common paper for DR and AR) Venue: 4th Floor, New Lecture Hall Complex (NLHC), IIT(ISM), Dhanbad.	
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. List of such candidates shall be displayed at NLHC Notice Board/Institute Website. Final Selection shall be on the basis of performance of the candidates in the Interview.			
16.02.2020	Interview for the post of Deputy Registrar (Venue: Conference Room, EDC, IIT(ISM), Dhanbad)	03:00 pm onwards	
17.02.2020	Interview for the post of Assistant Registrar (Venue: Conference Room, EDC, IIT(ISM), Dhanbad)	10:00 am onwards	

The lists of shortlisted candidates have been uploaded on the website of the Institute. 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. on the date of interview for verification, failing which, they may not be allowed to appear in the Interview and their candidature shall be cancelled.

Registrar

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