

**SCHEME OF SYLLABUS FOR COMPETITIVE EXAMINATION FOR NON-TEACHING POSTS IN NIT MIZORAM**

**1. SUPERINTENDENT: DIRECT RECRUITMENT EXAMINATION**

**I. MODE OF SELECTION:** The Mode of Selection will be as follows:-

(i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying 140 marks (Paper – I of 100 marks and Paper – II of 40 Marks).

(ii) Candidates will be recommended for appointment, **in order of merit**, on the basis of their performance in the Competitive Written Examination and Computer Proficiency Test put together i.e., the sum total of marks scored by the candidate out of 140 marks.

(iii) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**II. SCHEME OF EXAMINATION:** The examination will consist of a **Competitive Written Examination: (Maximum Marks 140)**

Paper I of 100 Marks & Paper II of 40 Marks

**Scheme of Competitive Written Examination and Syllabus:** The Competitive Written Examination will consist of **Two Objective Type Papers**, as follows:-

**Paper I:** Total Marks = 100

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Knowledge	30			
Part C	General English	40			

\* PWD Candidates availing scribe / reader / lab. assistant.

**Paper II:** Total Marks = 40

Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Word Processing, Spread Sheet, PPT	40	15	45 mins	20 minutes

**INDICATIVE SYLLABUS:**

**Paper – I:**

**Part-A: General Aptitude & Reasoning:** The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification,

arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

**Part-B: General Knowledge:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Mizoram, Mizoram, North-Eastern States, India and other countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

**Part-C: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

**PAPER – II:**

**Computer Proficiency Test:** Questions will be designed to test the candidate's knowledge of Computer Applications for everyday office work like Word Processing, Spread Sheet etc. including usage of internet.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in Paper-I in the Competitive Written Examination shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note:-**

1. Pertaining to Persons with Benchmark Disability, the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the Institute is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

**2. LIBRARY INFORMATION ASSISTANT: DIRECT RECRUITMENT EXAMINATION**

**I. MODE OF SELECTION:** The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying **200 marks** (Paper – I of 100 marks and Paper – II of 100 marks).
- (ii) Candidates securing the minimum qualifying marks will be recommended for appointment, **depending on the number of vacant post and in order of merit.**

(iii) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**II. SCHEME OF EXAMINATION:** The Competitive Written Examination will consist of **Two Objective Type Papers**, as follows:-

**Paper I:** Total Marks = 100

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Knowledge	30			
Part C	General English	40			

\* PWD Candidates availing scribe / reader / lab. assistant.

**Paper II:** Total Marks = 100

Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Library Information Science (Theory)	100	40	2 hours	40 minutes

\* PWD Candidates availing scribe / reader / lab. assistant.

## INDICATIVE SYLLABUS:

### PAPER – I:

**Part-A: General Aptitude & Reasoning:** The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

**Part-B: General Knowledge:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Mizoram, Mizoram, North-Eastern States, India and other countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

**Part-C: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

### PAPER – II: THEORY

**Unit-I: Library Organization and Administration:**

- a) Library in society, concept and role, etc
- b) Fundamentals of Library Planning
- c) Types of Libraries
- d) Laws of Library Science
- e) Library Cooperation
- f) Professional Organisations
- g) Library house keeping operations
- h) Stock verification
- i) Conservation and preservation of Library materials

**Unit-II: Information Sources and Services:**

- a) Sources of information
- b) Repackaging of information
- c) Reference and information services
- d) Five laws and reference service

**Unit-III: Organization of Knowledge:**

**Library classification**

- a) Definition, need and purpose
- b) General theory of classification
- c) Classification schemes.

**Library Cataloguing**

- a) Definition, need and purpose
- b) Kinds of entries
- c) Dictionary, Classified and Subject cataloguing
- d) Centralised and cooperative cataloguing
- e) Anglo American Cataloguing Rules – 2

**Unit-IV, Information Technology:**

- a) Fundamentals of Information Technology
- b) Internet
- c) Library Automation
- d) Networking and Telecommunications
- e) Digital Library

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- i) Candidates securing higher marks in Paper - II of Competitive Examination shall be placed higher.
- (ii) Candidates securing higher marks in Part – ‘A’ of Paper - I of Competitive Examination shall be placed higher.
- (iii) Date of Birth, with older candidate placed higher.
- (iv) Alphabetical order in which the names of the candidate appear.

**Note:-**

1. Pertaining to Persons with Benchmark Disability (PwD), the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the Institute is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

### **3. TECHNICIAN / LABORATORY ASSISTANT/ WORK ASSISTANT: DIRECT RECRUITMENT EXAMINATION**

**I. MODE OF SELECTION:** The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying total **100 marks**.
- (ii) Candidates will be recommended for appointment, **in order of merit**, on the basis of their performance in the Competitive Written Examination.
- (iii) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**II. SCHEME OF EXAMINATION:** The examination will consist of a **Competitive Written Examination (Maximum Marks 100)** and **Trade Test (Maximum Marks 50)**.

**A. SCHEME OF EXAMINATION:** The Competitive Written Examination will consist of **One Objective Type Papers**, as follows:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Knowledge	30			
Part C	General English	40			

\* PWD Candidates availing scribe / reader / lab. assistant.

#### **INDICATIVE SYLLABUS:**

**Part – A: General Aptitude & Reasoning:** The test will include questions on analogies, coding decoding, similarities and differences, problem solving, blood relation, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series, directions, missing numbers, order & ranking etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

**Part-B: General Science:** Questions in this component will be designed to test the Candidate's understanding and knowledge of General Science like Biology, Physics, Chemistry, Environment etc.

**Part-C: General Knowledge:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Mizoram, Mizoram, North-Eastern States, India and other countries especially pertaining to Sports, History, Geography, Economic Scene, General Polity, Scientific Research, Award & Honours, Science & Technology, Art & Culture.

**Trade Test: Trade Test is of qualifying nature.** Candidates who qualify in the Competitive Written Examination will be called for Trade Test. Questions will be designed to test the candidate's knowledge of concerned subject of specialization.

Subject/Test	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Trade Test	50	15	45 minutes	20 minutes

\* PWD Candidates availing scribe / reader / lab. assistant.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in Part - 'A' in the Competitive Written Examination shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note:-**

1. Pertaining to Persons with Benchmark Disability (PwD), the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the institute is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

#### **4. STENOGRAPHER: DIRECT RECRUITMENT**

**I. MODE OF SELECTION:** The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying 100 marks.
- (ii) Candidates securing the minimum qualifying marks in the Competitive Written Examination will be called for Stenography Test (Qualifying nature).
- (iii) Candidates who qualify in the Stenography Test will be recommended for appointment, **depending on the number of vacant post and in order of merit on the basis of the competitive written examination.**
- (iv) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**II. SCHEME OF EXAMINATION:** The examination will consist of a **Competitive Written Examination (Maximum Marks 100)** and **Stenography test (Qualifying nature)**.

**A. Scheme of Competitive Written Examination and Syllabus:** The Competitive Written Examination will consist of **One Objective Type Paper**, as follows:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory Time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Knowledge	30			
Part C	General English	40			

\* PWD Candidates availing scribe / reader / lab. assistant.

**INDICATIVE SYLLABUS:**

**Part-A: General Aptitude & Reasoning:** The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

**Part-B: General Knowledge:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Mizoram, Mizoram, North-Eastern States, India and other countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

**Part-C: General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

**B. Stenography Test:** Stenography Test is of **qualifying nature**. Candidates who qualify in the Competitive Written Examination will be called for the Stenography Test.

Category of Candidate	Dictation		Time of Transcription	Maximum permissible error
	Speed	Duration <sup>42</sup>		
General Candidate	80 w.p.m	3 minutes	40 minutes	10%
VH Candidate	80 w.p.m	3 minutes	65 minutes	10%

**Note:-**

1. The matter will have to be transcribed on computer only.
2. There is no exemption from Stenography Test for any category of candidates.

3. The transcription time is including time for reconciliation.
4. The Institute may reduce the qualifying standard to fill up post reserved for various categories only if there are no adequate candidates from the reserved category for which the post is reserved.

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in Part-C shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

**Note:-**

1. Pertaining to Persons with Benchmark Disability (PwD), the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the Institute is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.