

राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institute of National Importance under Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

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No. NITMZ/R-1-11/NT/2022/ 3532

Date: 27 OCT 2022

ORDER

As the Screening Test for the regular vacant post of Assistant Registrar is scheduled to be held on 29.10.2022 at the Academic Block-II of NIT Mizoram, the under-mentioned Officers and Staff are hereby assigned to deliver their duties as:

Day-I: Seat Arrangement Day on 28.10.2022 (Friday)

Centre Superintendent	:	Mrs. Lalthianghlimi Zote, Deputy Registrar
Clerk	:	Mr. Ramhlunsanga Hmar, JA
Multi Tasking Staff	:	Ms. H. Lallawmzuali, OA
Driver	:	Mr. Lalchhuansanga, Driver (Institute Bolero)
Security Duty	:	Mr. Lalrintluangpuia, Security Guard

Day-II: Screening Test Day on 29.10.2022 (Saturday)

Chief Invigilator:	1.	Mr. V. Vanlalzawma, Asst. Librarian
Invigilator:	1.	Mr. Zomuansanga Ralte, JE (Civil) Dr. L. Thansanga, Lab. Tech.
	2.	Mr. Ramhlunsanga Hmar, JA Mr. Ram Ashish Singh, JA
	3.	Ms. Tamar Lalrinawmi, JA Mr. Lalchhuanawma, Tech.
	4.	Mr. R. Zohmangaiha, Tech. Mr. Lalrinmawia, T.A
Clerk:		Ms. H. Lallawmzuali, OA
Time Keeper:		Chief Invigilator - 1- 1st Floor & 2- 2nd Floor
Driver:		Mr. Lalchhuansanga, Driver (Institute Bolero)
Strong Room Duty:		Officers/Chief Invigilator

Security:

- | | |
|-----------------------------------|----------------------|
| 1. Mr. Lalhruailiana - Supervisor | |
| 2. Mr. Lalrintluangpuia | 6. Ms. Zothantluangi |
| 3. Mr. Lalhriatkima | 7. Ms. Laltanpuui |
| 4. Mr. Laldinpuia | 8. Mr. Joshua |
| 5. Mr. Lalremtuanga | 9. Mr. C. Hminga |

House Keeping:

1. Ms. K. Lalhruaitluangi
2. Ms. Lalhruaitluangi
3. Ms. Lalmuanpuui

Note:

1. No honorarium shall be given to the Officers and Staff for the duty performed.
2. Dos and Don'ts/ Guidelines for Chief Invigilators & Invigilators and other duty positions to be given to all
3. The following Officers shall tabulate the Question and Answer Book from 3:30pm onwards:

- | | |
|-----------------------------|--------------------------|
| 1. Mrs. Lalthianghlimi Zote | 2. Mr. V. Vanlalzawma |
| 3. Dr. H. Lalhminga | 4. Dr. Ricky Lalthazuala |


(LALTHIANGHLIMI ZOTE)

Deputy Registrar

National Institute of Technology Mizoram

Memo. No.: NITMZ/R-1-11/NT/2022/.....³⁵³² (A) Dt. 27 OCT 2022

Copy for information to:

1. Director's Personal Branch, NIT Mizoram.
2. Registrar's Personal Branch, NIT Mizoram.
3. All Deans.
4. Assistant Librarian, Central Library, NIT Mizoram
5. Assistant Registrar (Accounts).
6. Person(s) concerned
7. Superintendent & Accountant, NIT Mizoram.
8. Dr. Sandeep Kumar Dash- with a request to upload in the Institute's website.
9. Supervisor- NESS Pvt. Ltd.
10. Supervisor- MC&SSA
11. Concerned File.
12. Order Guard File.


Deputy Registrar


National Institute of Technology Mizoram

ANNEXURE - I

The Screening Test Scheduled for Assistant Registrar is as below:

Date : 29.10.2022 (Saturday)
Paper - I : 10:00 AM to 12:00 Noon (Morning Shift)
Paper - II : 01:00 PM to 03:00 PM (Afternoon Shift)
Venue : Academic Block - II, Salem Veng, Chaltlang, Aizawl

* Academic Block -II location is available at Google Map.


27/10/22

INSTRUCTIONS FOR INVIGILATORS

- 1) Invigilator must reach Screening Test Hall one (1) hour before the exam.
- 2) Candidate may enter the Screening Test Hall 15 minutes before the exam.
- 3) Question & Answer Book should be given to the candidates 10 minutes before the Screening Test so that they have time to fill up their Answer Sheets.
- 4) Instructions should be given after the candidates get the Question & Answer Book (Instructions for the Candidate)
- 5) Call out two candidates to check the seal of Question Paper and they should give Acknowledgement.
- 6) Question & Answer Book should be given to the candidates five (5) minutes before the exam time. This is for their preparation time and they are not allowed to write the answer.
- 7) After five minutes of distribution of the Question & Answer Book, chief invigilator must declare the time to answer by pressing the bell.
- 8) Invigilator should take attendance. While taking attendance, Answer Sheets of the candidates must be checked & ensure that Photo and Roll No. in the Admit Card as well as Roll No. on the table and in their Answer Sheets are matched.
- 9) If there is no error / correction, invigilator must tick their Roll No. in the Question & Answer Book and give signature.
- 10) Centre Supervisor shall append signature on 'Supervisor' column.
- 11) Answer Scripts should be arranged according to the Roll Nos. and submit the same to the Centre Superintendent.

INSTRUCTIONS FOR THE CANDIDATES

(To be announced inside Screening Test Hall by the Invigilator)

- 1) Mobile Phone must be kept inside the bags and should be switch-off.
- 2) Question & Answer Book will be distributed 10 minutes before commencement of the Screening Test. Application Roll No. should be filled-up.
- 3) Question & Answer Book will be distributed 10 minutes before commencement of the Screening Test. No one is allowed to answer before the allotted time (i.e.10:00am)
- 4) To ensure that only one answer/tick mark shall be given for each question.
- 5) Overwriting of the answer should be avoided.
- 6) All questions may be attempted and there is no negative marking.
- 7) Candidates are not allowed to leave the Screening Test Hall until an hour after the question papers have been distributed.
- 8) Candidates who come late after 9:45am shall not be allowed to write the exam.
- 9) Candidates are informed to strictly abide by the Instructions cited at the back of the Admit Card and the Question & Answer Book.
- 10) Medical Assistance, if required, is available.