



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj - 211 004 (India)

Recruitment for Non-Teaching Positions in Staff Cadre

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Selection Process for Recruitment of Superintendent

Selection Process for the post of **Superintendent** will consist of three stages as detailed below:

- (a) **Stage-I** : Multiple Choice Based Screening Test [For screening of candidates for Stage-II (Skill Test)]
(b) **Stage-II** : Skill Test [Qualifying in nature. Only for those who are successful after the Stage-I (Screening Test)].
(c) **Stage-III** : Multiple Choice Based Main Test [Only for those who qualify the Stage-II (Skill Test)].

Syllabus and Scheme of Examination

(a) Stage-I [Multiple Choice Based Screening Test]

- Screening Test will be of 90 Minutes duration comprising of 75 Questions.
- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.
- Syllabus:
 - General English and General Hindi
 - Quantitative Aptitude
 - Verbal and Non Verbal Reasoning
 - General Studies & Current Affairs
 - Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. used in day-to-day office work.
 - Internet, e-mail and various online tools used in day-to-day office work.
 - Central Government Rules.
 - RTI Act
 - Office Procedures
 - NIT Act and Statutes
- Qualifying Marks and Maximum number of candidates for next Stage:
 - Minimum Qualifying Marks: [UR:30%; EWS:27%; OBC:27%; SC:20%; ST:20%; PwD:15%].
 - Further, number of candidates for subsequent stages of selection process will be restricted to Fifteen [15] times the number of posts in each category.

(b) Stage-II [Skill Test]

- Skill Test will be of 01 Hrs duration.
- Only those who are screened in after the Screening Test [Stage-I], will be allowed to appear in the Skill Test.
- Minimum Qualifying Marks: [UR:40%; EWS:36%; OBC:36%; SC:30%; ST:30%; PwD:20%].
- Syllabus:
 - Test on Noting and Drafting. The matter will have to be transcribed on computer.
 - Computer Proficiency Test for test of working knowledge of MS-Word, Excel, Power Point, Access & other office tools.

(c) Stage-III [Multiple Choice Based Main Test]

- Main Test will be of 2 Hrs duration comprising of 100 Questions.
- Only those who are screened in after the Screening Test [Stage-I] and qualify the Skill Test [Stage-II], will be allowed to appear in the Multiple Choice Based Main Test [Stage-III].



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- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.
- Syllabus:
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Final Selection

Final Merit shall be prepared as follows:

Final Merit = Stage-I [30% weightage] + Stage-III [70% weightage].

Note: Any guidelines/instructions received from Ministry of HRD till the date of completion of Selection Process may be made applicable.