



## RECRUITMENT CELL

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620 015.

### Recruitment of Non-Teaching Positions

#### Syllabus for written test for Group A positions

POST : **Assistant Registrar**

[Advt.No. : NITT/R/RC/NT/2023/01 & NITT/R/RC/NT/2023/06 ]

The list of eligible candidates as per the Essential Educational Qualification & Experience, mentioned in the Recruitment Rules 2019 for the post of ASSISTANT REGISTRAR in NITs will be displayed in the institute website. Those eligible applicants will have to undergo the following selection process, for final selection to the post of Assistant Registrar (PB-3 (Rs. 15,600-39,100) with GP of Rs. 5400/-) by direct recruitment against on lien vacancy.

Stage	Type of Examination	Time duration	Maximum Marks
Stage - I	Multiple Choice Questions based Written Test with 40% weightage to Part A and 60% weightage to Part B	90 minutes	100
Stage - II	Personal Interview for the shortlisted candidates based on their performance in Stage - I	—	50

- All questions of Stage - I will be Objective type and will carry one mark each. There will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.
- The candidates shortlisted for Stage - II will be displayed in the institute website after Stage - I examination.
- Part A questions are to test the General Aptitude and Reasoning Skills of the candidates whereas Part B questions are to test the domain knowledge. The tentative syllabus for Part A and Part B are as follows:

## **PART A**

1. **General Aptitude** - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance
2. **Reasoning** - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. **General English**- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
4. **Data Interpretation:** Pie Chart, Bar Chart, Line Chart, Table Chart,
5. **General Knowledge** - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs
6. **Computer Fundamentals** - Operating System, MS Office, Internet based operations and Database management

## **PART B**

1. **CCS Conduct Rules:** Office procedure, Do's and Don'ts, conduct and commissions which amount to misconduct, activities requiring permission/ sanction, activities not requiring permission/sanction, prohibition of sexual harassment of working women, office procedure, general condition of service, Deputation, Lien, Travelling allowance rules, types of advances, leave RULES, ITC RULES, Medical Attendance rule, RTI Act-2005.
2. **Matters related to Academics:** Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation etc..
3. **NIT Act & Statutes:** NIT Act/Statutes, NITSER act, Role and Functions of board, Finance Committee, Building and Works Committee, Senate, NIT council, Powers of the Institute, Authorities of the Institute, Accounts & Audit, Director, deans, HoDs, code of conduct for permanent employees, resignation & Retirement, Recruitment, BoG, Academic administration and Hostel Administration
4. **Management & Accounting:** General financial rules, Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & Payments, preparation of budget and its allocation, GPF rules, Pension rules, GFR-2017, New Pension Scheme, knowledge of tally, etc..

## POST : Deputy Registrar

[Advt.No. : NITT/R/RC/NT/2023/01]

The list of eligible candidates as per the Essential Educational Qualification & Experience, mentioned in the Recruitment Rules 2019 for the post of DEPUTY REGISTRAR in NITs will be displayed in the institute website. Those eligible applicants will have to undergo the following selection process, for final selection to the post of Deputy Registrar (PB-3 (Rs. 15600-39100) with GP of Rs. 7600/-) by direct recruitment.

Stage	Type of Examination	Time duration	Maximum Marks
Stage - I	Written Test with 40% weightage to Part A and 60% weightage to Part B	Part A - 30 minutes Part B - 90 minutes	100
Stage - II	Personal Interview for the shortlisted candidates based on their performance in Stage - I	—	50

- All questions of Stage - I - Part A will be Objective type and will carry 40 marks. For every wrong answer, there will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.
- Part B of Stage - I will be descriptive type for 60 marks
- The candidates shortlisted for Stage - II will be displayed in the institute website after Stage - I examination.
- Part A questions are to test the General Aptitude and Reasoning Skills of the candidates whereas Part B questions are to test the domain knowledge. The tentative syllabus for Part A and Part B are as follows:

## **PART A**

1. **Aptitude** - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance
2. **Reasoning** - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. **General English**- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
4. **Data Interpretation:** Pie Chart, Bar Chart, Line Chart, Table Chart,
5. **General Knowledge** - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs
6. **Computer Fundamentals** - Operating System, MS Office, Internet based operations and Database management

## **PART B**

1. **CCS Conduct Rules:** Office procedure, Do's and Don'ts, conduct and commissions which amount to misconduct, activities requiring permission/ sanction, activities not requiring permission/sanction, prohibition of sexual harassment of working women, office procedure, general condition of service, Deputation, Lien, Travelling allowance rules, types of advances, leave RULES, ITC RULES, Medical Attendance rule, RTI Act-2005.
2. **Matters related to Academics:** Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation etc..
3. **NIT Act & Statutes:** NIT Act/Statutes, NITSER act, Role and Functions of board, Finance Committee, Building and Works Committee, Senate, NIT council, Powers of the Institute, Authorities of the Institute, Accounts & Audit, Director, deans, HoDs, code of conduct for permanent employees, resignation & Retirement, National Education Policy and Regulatory bodies in Higher Education.
4. **Management & Accounting:** Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & Payments, preparation of budget and its allocation, GPF rules, Pension rules, GFR-2017, New Pension Scheme, knowledge of tally, etc..
5. **Procurement of Goods and Contract Management :** MoU and MoA, Various means of procurement, budget allocation etc., Public Works Accounts

**POST : Assistant Librarian**

**[Advt.No. : NITT/R/RC/NT/2023/01 & NITT/R/RC/NT/2023/06 ]**

The list of eligible candidates as per the Essential Educational Qualification & Experience, mentioned in the Recruitment Rules 2019 for the post of ASSISTANT LIBRARIAN in NITs will be displayed in the institute website. Those selected applicants will have to undergo the following selection process, for final selection to the post of Assistant Librarian (PB-3 (Rs. 15,600-39,100) with GP of Rs. 5400/-) by direct recruitment against on lien vacancy and on deputation.

Stage	Type of Examination	Time duration	Maximum Marks
Stage - I	Multiple Choice Questions based Written Test with 40% weightage to Part A and 60% weightage to Part B	90 minutes	100
Stage - II	Personal Interview for the shortlisted candidates based on their performance in Stage - I	—	50

- All questions of Stage - I will be Objective type and will carry one mark each. For every wrong answer, there will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.
- The candidates shortlisted for Stage - II will be displayed in the institute website after Stage - I examination.
- Part A questions are to test the General Aptitude and Reasoning Skills of the candidates whereas Part B questions are to test the domain knowledge. The tentative syllabus for Part A and Part B are as follows:

## **PART A**

1. **Aptitude** - Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance
2. **Reasoning** - Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. **General English**- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
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6. **Computer Fundamentals** - Operating System, MS Office, Internet based operations and Database management



## **PART B**

1. **Library Information and Society:** Philosophy and Ethics of Librarianship. Functions of the Library. Role of the Library in Formal and Informal Education. User Studies and User Education. Professional Education and Librarianship. Library Education in India. Professional Associations and Organisations
2. **Matters related to E - resource Management:** Components of Information Technology - Internet Communication. - Internet Communication - Features and Developments, Data Security, Library automation and networking, Bar code technology and RFID Technology
3. **Information Retrieval Systems:** Information Storage and Retrieval (IR) Systems: Components, IR tools. Information Analysis, Content Creation / Content Development. Indexing: Principles / general theory of indexing. Indexing Languages, Types, Characteristics. Thesaurus. Computer based indexing systems. knowhow on Plagiarism related software and Content Development
4. **Library classification, Cataloging and Management:** Library classification schemes, Library cataloging schemes, Types of Library Catalogs, Centralized Cataloguing , Routine & workflow in different libraries / sections. Principles and theories of book selection. Selection and Acquisition. Book Selection Tools.
5. **Information Technology and References:** Library Automation; Software and software packages; Networks – DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.

Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E Documents, E-Books, E-Journals, etc.;

**POST : Medical Officer**

**[Advt.No. : NITT/R/RC/NT/2023/01]**

The list of eligible candidates as per the Essential Educational Qualification & Experience, mentioned in the Recruitment Rules 2019 for the post of MEDICAL OFFICER in NITs will be displayed in the institute website. Those eligible applicants will have to undergo the following selection process, for final selection to the post of Medical Officer (PB-3 (Rs. 15,600-39,100) with GP of Rs. 5400/-) by direct recruitment.

Stage	Type of Examination	Time duration	Maximum Marks
Stage - I	Multiple Choice Questions based Written Test	90 minutes	100
Stage - II	Personal Interview for the shortlisted candidates based on their performance in Stage - I	—	50

- All questions of Stage - I will be Objective type and will carry one mark each. For every wrong answer, there will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.
- The candidates shortlisted for Stage - II will be displayed in the institute website after Stage - I examination.

**1. General Medicine**

Cardiology, Respiratory diseases, Gastro-intestinal, Genito-Urinary, Neurology, Haematology, Endocrinology, Metabolic disorders, Infections/Communicable Diseases, Growth and Nutrition, Dermatology, Musculoskeletal System and Rheumatology, Psychiatry, Emergency Medicine and Toxicology and Snake bite, Tropical Medicine, Critical Care Medicine, Medical procedures, Pathophysiological basis of diseases, Vitamin deficiency diseases

**2. Paediatrics**

Common childhood emergencies, Basic new born care, Normal developmental milestones, Accidents and poisonings in children, Birth defects and counselling including autism, Immunization in children, Recognizing children with special needs and

management, Infections in children, Systemic disorders, National programmes related to child health.

### **3. General Surgery**

Wounds, Infections, Tumours, Lymphatic and Blood vessels, Cysts and sinuses, Head and neck, Breast, Thyroid, Gastrointestinal, Liver, biliary tract, Pancreas, Spleen, Peritoneum, Abdominal wall, Abdominal injuries, Urological Surgery, Neuro Surgery, Diagnosis and management of common surgical illnesses, Pre-operative and post operative care, Medicolegal and ethical issues of surgery, Wound healing, Fluid and electrolyte management in surgery, Shock pathophysiology and management.

Basics of Orthopedic Surgery, Ophthalmology and Anesthesiology.

### **4. OBSTETRICS & GYNAECOLOGY**

-Ante-natal, Intra-natal, Post-natal conditions, Management of normal labour or complicated labour, Applied anatomy of female genital tract, reproductive physiology, menstruation and fertilization, Infections in genital tract, Neoplasms in the genital tract, Developmental abnormalities of genital tract, Normal delivery and safe delivery practices, High risk pregnancy and management, Abortions, Intra Uterine growth retardation, Medico legal examination in gynaecology including Rape, Conventional and newer contraceptives, Operative procedure (sterilization) and organization of programmes in the urban and rural surroundings, Medical Termination of Pregnancy

### **5. PREVENTIVE SOCIAL AND COMMUNITY MEDICINE**

-social and community medicine, Concept of Health, Disease and Preventive Medicine, Health Administration and Planning, General Epidemiology, Demography and Health Statistics, Communicable and non communicable Diseases, Environmental Health, Nutrition and Health, Occupational Health, Genetics and Health, International Health, Medical Sociology and Health Education, Maternal and Child Health and wellness, National health programmes, Medical waste disposal