

## Superintendent: Direct Recruitment

**I. Mode Selection:** The mode of selection will be as follows:

### Paper I -Competitive Examination:

- i) Candidates fulfilling the minimum eligibility criteria will be considered provisionally eligible to appear for the **Paper I** for 150 marks. **Candidates who secure the minimum qualifying marks in the Competitive written examination (Paper-I) shall only be called for Paper II (Computer Proficiency Test), which is of qualifying in nature.**
- ii) Questions for the competitive examination will be designed to test the candidate's knowledge in his/her concerned subject of specialization.
- iii) Candidates, who qualify **Paper II - Computer proficiency test**, will be recommended for appointment, in order of merit, only on the basis of the performance of the candidates in competitive examination Paper –I conducted for 150 marks.
- iv) Success in the examination confers no right of appointment.

Paper I (Competitive written Examination)	Subject	Maximum Marks	Minimum qualifying Marks	Duration	Compensatory Time *
Part – A (MCQ)	General Aptitude and Reasoning	30	75	3 hours	40 minutes
Part-B (MCQ)	General Knowledge	30			
Part –C (MCQ)	General English	40			
Part-D (Descriptive)	Office Procedure: FR/SR, GFR, NIT Act and Statutes	50			

\*PwD candidates availing scribe/reader/lab assistant.

**Paper II: Computer proficiency test: This test is only of qualifying nature.**

Paper II (Computer Proficiency Test)	Maximum Marks	Minimum qualifying Marks	Duration	Compensatory Time *
Word Processing, Spreadsheet and PPT	50	25	45 minutes	20 minutes

\*PwD candidates

**II SCHEME OF EXAMINATION:** The examination consist of two papers, **Paper I:** Competitive written examination (objective type & **Descriptive type**) for 150 marks and **Paper II:** Trade Test/Skill Test for 50 marks.

Indicative syllabus for Paper I (Part-B) and Paper II (Part-A) is given below:

## 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 Manipur, 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.

**Part-D:** Manual of Office Procedure of the finance and Accounts, NPS, Leave Rules, Travelling Allowance Rules of the Government of India, FR/SR, GFR, NIT Act and Statutes

### 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, Mailing Ethics and internal Security.

#### Note:-

- 1 The question paper would be in English, the same medium of language must be used throughout.
- 2 There shall be negative marking for wrong answer in Paper-I (A, B and C) to the tune of  $\frac{1}{4}$  of marks allocated per question.