National Institute of Technology Warangal
Recruitment Cell
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NOTICE

January 21, 2025

Subject: Pattern of Examination and Indicative Syllabus for the Group 'B' & 'C' posts notified on Direct Recruitment basis against Advt. No. 05/2024 dated 29.11.2024

Candidates who applied for the posts notified against Advt. No. 05/2024 dated 29.11.2024 are hereby informed of the pattern of examination and the indicative syllabus as enclosed herewith.

2. Any further updates related to the recruitment process such as shortlisting, schedule of examination, venue, etc., will be decided and updated on the Institute website. All the candidates are advised to visit the Institute website for further updates. No individual correspondence will be entertained.

Encl: As above

Sd/-

Registrar I/c

POST-WISE PATTERN OF EXAMINATION

Name of the Post	Superintendent
Stage-I (Screening Test)	1. Objective-type test consisting of 100 questions. 2. Total Marks: 200 (each question carries 2 marks). 3. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. 4. Syllabus: o General Syllabus: 40 questions. o Domain Knowledge: 60 questions 5. Duration: 2 hours
Shortlisting Methodology:	6 times the number of vacancies based on merit in Stage-I will be shortlisted to Stage-II. In case of tie, all candidates with the same score at the cutoff will be shortlisted.
Stage-II (Subjective Test)	1. Descriptive written test covering the following topics o Noting, drafting, and preparation of official documents (letters, circulars, orders). o Interpretation of Government of India rules on pay fixation, pension, gratuity, leave encashment, LTC/TA claims, leave, joining time, pay, and allowances, etc. 2. Total Marks: 100 3. Duration: 3 Hours
Stage-III	NIL
Selection Methodology	Selection from among the shortlisted candidates will be done based on Stage-II merit.
Tie Breaking Methodology	In the event of tie, following criteria shall be adopted in sequence for deciding position in merit list: (i) Higher positive marks in Stage 1 (ii) Higher positive marks in Domain Knowledge (iii) Higher positive marks in General Syllabus (iv) Higher positive marks in Quantitative Aptitude (v) Higher positive marks in General Knowledge (vi) If the tie still persists, the decision of the Competent Authority will be final.

Name of the Post	Junior Engineer / SAS Assistant / Library & Information Assistant
Stage-I (Screening Test)	1. Objective-type test consisting of 100 questions. 2. Total Marks: 200 (each question carries 2 marks). 3. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. 4. Syllabus: o General Syllabus: 40 questions. o Domain Knowledge: 60 questions 5. Duration: 2 hours
Shortlisting Methodology:	6 times the number of vacancies based on merit in Stage-I will be shortlisted to Stage-II. In case of tie, all candidates with the same score at the cutoff will be shortlisted.
Stage-II (Proficiency/ Skill Test)	Proficiency/ Skill Test will be conducted on a 'Go/ No-Go' basis i.e. it will be treated as qualifying test.
Stage-III	NIL
Selection Methodology	Selection from among the shortlisted candidates will be done based on Stage-I merit, subject to qualifying in Stage-II.
Tie Breaking Methodology	In the event of tie, following criteria shall be adopted in sequence for deciding position in merit list: (i) Higher positive marks in Stage 1 (ii) Higher positive marks in Domain Knowledge (iii) Higher positive marks in General Syllabus (iv) Higher positive marks in Quantitative Aptitude (v) Higher positive marks in General Knowledge (vi) If the tie still persists, the decision of the Competent Authority will be final.

Name of the Post	Senior Assistant
Stage-I (Screening Test)	1. Objective-type test consisting of 100 questions. 2. Total Marks: 200 (each question carries 2 marks). 3. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. 4. Syllabus: o General Syllabus: 70 questions. o Domain Knowledge: 30 questions 5. Duration: 2 hours
Shortlisting Methodology:	6 times the number of vacancies based on merit in Stage-I will be shortlisted to Stage-II. In case of tie, all candidates with the same score at the cutoff will be shortlisted.
Stage-II (Subjective Test)	1. Descriptive written test covering the following topics: a. English language comprising of Essay Writing, Comprehension, Precis and English Grammer; b. Noting and drafting on Government of India rules for ministerial/ administrative jobs 2. Total Marks: 100 3. Duration: 3 Hours
Stage-III	Candidates will have to undergo a typing test to test the typing speed of 35 words per minute in English language and Computer Proficiency Test on Word processing / Spread sheet / Presentation. Stage-III will be treated as qualifying test.
Selection Methodology	Selection from among the shortlisted candidates will be done based on Stage-II merit, subject to qualifying in Stage-III.
Tie Breaking Methodology	In the event of tie, following criteria shall be adopted in sequence for deciding position in merit list: (i) Higher positive marks in Stage 1 (ii) Higher positive marks in Domain Knowledge (iii) Higher positive marks in General Syllabus (iv) Higher positive marks in Quantitative Aptitude (v) Higher positive marks in General Knowledge (vi) If the tie still persists, the decision of the Competent Authority will be final.

Name of the Post	Junior Assistant
Stage-I (Screening Test)	1. Objective-type test consisting of 100 questions. 2. Total Marks: 200 (each question carries 2 marks). 3. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. 4. Syllabus: General Syllabus: 100 questions. 5. Duration: 2 hours
Shortlisting Methodology:	6 times the number of vacancies based on merit in Stage-I will be shortlisted to Stage-II. In case of tie, all candidates with the same score at the cutoff will be shortlisted.
Stage-II (Subjective Test)	1. Descriptive written test covering the following topics: a. English language comprising of Essay Writing, Comprehension, Precis and English Grammer; b. Letter writing, Noting and drafting 2. Total Marks: 100 3. Duration: 3 Hours
Stage-III	Candidates will have to undergo a typing test to test the typing speed of 35 words per minute in English language and Computer Proficiency Test on Word processing / Spread sheet / Presentation. Stage-III will be treated as qualifying test.
Selection Methodology	Selection from among the shortlisted candidates will be done based on Stage-II merit, subject to qualifying in Stage-III.
Tie Breaking Methodology	In the event of tie, following criteria shall be adopted in sequence for deciding position in merit list: (i) Higher positive marks in Stage 1 (ii) Higher positive marks in Quantitative Aptitude (iii) Higher positive marks in General Knowledge (iv) If the tie still persists, the decision of the Competent Authority will be final.

The post-wise indicative syllabus (General / Domain Knowledge) is given hereunder.

POST-WISE INDICATIVE SYLLABUS

General Syllabus (Stage - I) for all posts:

General Knowledge & Awareness, Quantitative Aptitude, Reasoning Ability, General English, Computer Fundamentals

DOMAIN KNOWLEDGE SYLLABUS FOR SUPERINTENDENT & SENIOR ASSISTANT

Indicative Domain Specific Syllabus:

NITSER Act & Statutes along with Amendments, Fundamental Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, GPF, NPS, LTC, TA, Gratuity Rules, GFR-2017, GeM, CPPP, Reservation Rules, Purchase procedures, Tendering process, Contract Management, CGHS/CS(MA) Rules, General Accounting Procedures, PFMS, Knowledge on IT/GST with recent changes, RTI Act, Labor laws, Academic administration and Provisions of Constitution of India relating to Fundamental Rights, Finance, 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, General System of financial management.

DOMAIN KNOWLEDGE SYLLABUS FOR LIBRARY & INFORMATION ASSISTANT

Indicative Domain Specific Syllabus:

Data, Information, Knowledge and Wisdom, Information Life Cycle, IPR and Legal Issues - Categories, Conventions, Treaties, Laws, Plagiarism, Right to Information Act (RTI); Information Technology Act, National Knowledge Commission. Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act, Laws of Library Science, Library and Information Science Profession, International – IFLA, ALA, CILIP, ASLIB, SLA; Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries, Library Public Relations and Extension Activities, Type of Users.

Sources of Information - Primary, Secondary and Tertiary; Documentary and Non Documentary, Primary Information Sources - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature, Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals, Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs, Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical, Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups, Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases, Evaluation of Reference Sources and Web Resources.

Different types of services – Reference, Referral, Alerting, Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, GeoLocation, Reference Enquiry, Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Collaborative Services- Social Networks Web – Scale Discovery Services National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network, Library Resource Sharing and Library Consortia – National and International.

Knowledge Organisation - Classification – Theories, Cannons, and Principles, Trends in Classification, Mapping of Subjects in Library Classification Schemes – DDC, UDC and CC, Knowledge Organisation: Cataloguing - Cannons and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: CCC and AACR – II, Standards of

Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe Library and Information Centers Management - Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials, Human Resource Management – Planning, Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Motivation, Training and Development, Performance Appraisal; Staff Manual, Financial Management in Libraries - Sources of Finance, Resource Mobilisation, Budgeting Methods; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee.

Computer Technology in Library, Library Automation – Areas, Planning, Selection of Hardware and Software, Implementation and Evaluation; Standards for Library Automation, Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications, Digitization – Planning, Selection of Materials, Hardware, Software, Process, Issues, Digital Library: Genesis, Characteristics, Types, Architecture; Standards, Formats and Protocols, DOI, Digital Preservation - Need, Purpose, Standards, Methods, Techniques, Projects (National and International), Digital Library Initiatives – National and International, Institutional Repositories - Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, SHARPA-ROMIO, Content Management Systems – Architecture, Data Integration, CMS Software – Selection, Implementation and Evaluation, Application of Artificial Intelligence, Expert Systems and Robotics in Libraries; Social Mobile Analytics Cloud (SMAC); Cloud Computing, Ontology – Tools (RDF, RDFS, Potege); Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.

DOMAIN KNOWLEDGE SYLLABUS FOR STUDENTS ACTIVITY AND SPORTS (SAS) ASSISTANT

Indicative Domain Specific Syllabus:

- History of Physical Education; Human Anatomy; Human Physiology; Health Education; Kinesiology; Sport Psychology; First Aid and Safety Education; Sports Injuries; Methodology of Sports Training; Organization and Administration in Physical Education and sports
- Fundamentals of Track & Field; Basics of Football; Basics of Basketball; Badminton; Basics Volleyball; Fundamentals of Strength and Conditioning; Kho Kho; Table Tennis; Hockey; Handball; Kabaddi; Fundamentals of Cricket etc.

DOMAIN KNOWLEDGE SYLLABUS FOR JUNIOR ENGINEER

Branch/ Subject syllabus based on GATE Pattern.