

Ref: F. No.NIDAP/Admin/124/2022

NOTICE FOR ONLINE WRITTEN TEST

With reference to the recruitment notification dated 11/12/19, **Online Written Test** is scheduled for the shortlisted eligible candidates to the following posts:

Sl. No	Name of the Post	Date & Time for Mock Exam	Date of Online Written Test	Important update to the Candidates
1.	Senior Library Assistant	14/03/2022, 11.00 to 11.30 hrs	15/03/2022 11.00 to 12.30 hrs	--
2.	Assistant	14/03/2022, 11.00 to 11.30 hrs	15/03/2022 11.00 to 12.30 hrs	All the notified Posts shall be filled on contractual appointment on a consolidated salary of Rs.25,000/- pm initially for a period of two years, on yearly performance review basis.
3.	Associate Senior Design Instructor	14/03/2022, 11.00 to 11.30 hrs	16/03/2022 11.00 to 12.30 hrs	---
4.	Assistant Administrative Officer	14/03/2022, 11.00 to 11.30 hrs	16/03/2022 11.00 to 12.30 hrs	Out of 4 posts notified, 2 posts shall be filled on regular pay level and 2 posts shall be filled on contractual appointment on a consolidated salary of Rs.45,000/- initially for a period of two years, on yearly performance review basis.

Note:

1. The list of eligible candidates & syllabus for the post of Senior Library Assistant and Associate Senior Design Instructor has been already notified on Institute website.
2. The list of eligible candidates for Assistant and Assistant Administrative Officer shall be notified shortly. The syllabus is enclosed herewith.
3. The mock test is conducted for gaining familiarity with the online test portal.
4. The call letter with detailed instructions will be sent to the eligible candidates. Candidates are required to check their registered email frequently.
5. If at any stage, it is found that the candidate is not eligible for written test, then his/her candidature shall be cancelled forthwith.

s/d
Chief Administrative Officer
NID AP



SYLLABUS FOR WRITTEN TEST

Sl. No	Post	Indicative syllabus for written test (Not exhaustive)
02.	Assistant	Language Proficiency in English, General Knowledge, Numerical Aptitude, Reasoning and data interpretation, Concepts of IT, Windows, OS: MS-Office, Word Excel, Power point etc.; basics in General Accounting Procedures, Income tax, GST etc; basics in office procedures, General Conduct & Disciplinary Rules, File Maintenance, Record Keeping etc; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, cataloguing, Stock Verification, Binding and Preservation, Weeding out, etc
04.	Assistant Administrative Officer	Language Proficiency in English, Letter and precis writing, General Knowledge, Analytical Ability, Computer Proficiency, Awareness of Central Govt Office Procedures, Awareness of functioning of educational institutions; Reservation and Rosters, Recruitment & Promotion norms, Various Labour Laws, Contract Labour Management, CCS(Conduct) Rules, CCS (CCA) Rules, Leave/ LTC/ Medical/ Transport/ Guesthouse/Departmental Accommodation Rules, 7th CPC/ CCS(RP) Rules-2016, Deputation/Lien matters, RTI & GFR-2017.

s/d
Chief Administrative Officer
NID AP

