

METHOD OF SELECTION
FOR THE POST OF SUPERINTENDENT
(Advt. No. Estt/NFR/2024/1415 dated 24/10/2024)

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A. Method of Selection for the post of Superintendent:

1. Selection Process for the post of Superintendent shall consist of two components i.e. **(i) Written Test & (ii) Skill Test.**
2. The minimum qualifying marks in the Written Test shall be as under:
 - a) Candidate belonging to UR/EWS/OBC : 40%
 - b) Candidate belonging to SC/ST/PwD : 35%
3. Only those candidates shortlisted in written test and who fulfill all the eligibility conditions of the post shall be called for the Skill Test. The ratio of 1:15 (15 candidates against one vacancy) shall be maintained for shortlisting the candidate from Written Test for appearing in Skill Test. The institute may anytime increase or decrease the ratio for shortlisting the candidate for appearing in Skill Test. This number may decrease if the total number of candidates obtaining qualifying marks in the written test is less than 15 (for each vacancy) in respective categories. In the event of a tie in scores among candidates for the final positions in respective categories, all such tied candidates will be shortlisted to appear for the Skill Test.
4. Resolution of Tie Cases: In the event of tie-in scores of candidates in the written test, merit will be decided by applying the following criteria, one after another in the given order, till the tie is resolved:
 - a) Date of birth, with older candidate placed higher.
 - b) With the candidate acquiring the Essential Qualification earlier will be placed higher.
 - c) The candidate with a higher percentage of marks in the Essential Qualification will be placed higher.
 - d) Alphabetical order in which the names of the candidates appear.
5. The document verification for candidates shortlisted from the written test will be conducted before they appear for the Skill Test. If, during the verification process, it is found that a candidate does not meet the eligibility criteria or fails to submit the required documents within the specified timeline, his/her candidature will be summarily rejected. The institute will not consider any further communication regarding this matter.
6. The Skill Test shall be only qualifying in nature. The minimum qualifying marks in Skill Test shall be as under:
 - a) Candidate belonging to UR/EWS/OBC : 40%
 - b) Candidate belonging to SC/ST/PwD : 35%
7. Final Merit list will be prepared on the basis of performance of candidates in Written Test subject to achieving the minimum qualifying marks in Written Test as well as Skill Test as prescribed above.

B. Scheme & Pattern of the Written Test:

- The Written Test will be MCQ based. Candidates will mark their answers in the OMR to be provided for the purpose. The Question Paper, OMR and the rough worksheet will be taken back after the examination.
- Written Test shall consist of Aptitude, Reasoning, General English, GK/Current Affairs, Computer Fundamentals and Domain Knowledge.

- The written test will be for 90 minutes duration.
- The Written Test will carry a maximum of 100 marks.
- There shall be no negative marking for wrong answers. If no answer is marked for a question, there will be no penalty for that question.
- Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.

C. Scheme & Pattern of the Skill Test:

- The skill test will be for 60 minutes duration of 50 marks.
- The Skill Test shall be only qualifying in nature as mentioned above. It will consist of two Modules in the following manner:

(I) Word Processing Test of 30 marks-

The word processing test will be on Noting and Drafting on Office procedures, RTI, Central Government Rules, GFR etc., The matter will have to be transcribed on computer with formatting in MS Word as instructed in Question Paper.

Word processing proficiency test paper may contain tasks such as centering of text, bold, underlining, bulleting, numbering, general formatting, table creation, etc.

(II) Computer Application Test/Test in spread Sheets on Microsoft Excel of 20 marks-

Preparation of Table/Database in MS-Excel with use of formulae and/or preparation of Power Point Presentation/Slides

Test in Spread Sheet may contain tasks such as preparation of table/database, formatting, computation using formulae, generation of charts, graphs etc. and test of computer application.

- Detailed scheme & pattern of the Skill Test will be uploaded on the institute website in due course of time.

NOTE:

1. The Institute reserves the right to modify the test pattern/scheme/selection process mentioned in this document in order to meet rules/ administrative requirements. Modification, if any, shall be notified on the institute website only.
2. Any guidelines/instructions received from Ministry of Education, Government of India till the date of completion of Selection process will be made applicable.
3. The Date, Time, Venue of written test, document verification & skill test will be communicated in due course of time. The candidates are requested to regularly check the institute website for all updates.
4. No grievance will be entertained after the completion of Written and Skill Test.

**Sd/-
(Registrar)**