



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

No. NITS/Estt/Advt/Non-Teaching/25

Date: 11-07-2026

SCHEME OF EXAM

The scheme of test for the post of **Senior Assistant** advertised vide no. NITS/Estt/Advt/Non-Teaching/25 dated 01-04-2025 is given below

Stage – I (Written Test)	THE OBJECTIVE TYPE TEST
1. Number of Objective-type Question (MCQ)	: 50
2. Duration of written test	: 90 Minutes
3. Total Marks	: 100 (2 marks each Question)
4. Negative Marking	: 0.5 marks will be deducted for each incorrect answer
5. Venue	: NIT Silchar

Stage – II (Skill Test)	TYPING SPEED TEST AND COMPUTER PROFICIENCY TEST (QUALIFYING IN NATURE ONLY)
1. Duration of skill test	: 60 Minutes
2. Venue	: NIT Silchar

Note: Based on the marks obtained in the **Stage – I (Written Test)**, the number of candidates in the **ratio of 1: 10 will be called for Stage – II (Skill Test)**. The ratio 1: 10 may vary based on merit and category.

Final merit list will be prepared solely based on the performance in the **Stage – I (Written Test)**, subject to qualifying in Stage-II and recommendation of the Selection Committee.

Tie Breaking Procedure: In the event of a tie, the following criteria shall be adopted in sequence for deciding position in the merit list

- Higher Positive marks in Written Test
- If the tie still persists, the Candidates with higher age based on date of birth will be placed higher in the merit

DURATION OF EXAM

The selection process for the post of **Senior Assistant** advertised vide no. NITS/Estt/Advt/Non-Teaching/25 dated 01-04-2025 will be held as per the following schedule:

Stage – I (Written Test)	THE OBJECTIVE TYPE TEST
Date of Test	: 01-08-2026
Reporting Time	: 08:00 AM
Starting time of Written Test	: 09:00 AM
Venue of Written Test	: NIT Silchar

Stage – II (Skill Test)**TYPING SPEED TEST AND COMPUTER PROFICIENCY TEST
(QUALIFYING IN NATURE ONLY)**

Date of Test	:	01-08-2026
Reporting Time	:	02:00 PM
Starting time of Skill Test	:	03.00 PM
Venue of Skill Test	:	NIT Silchar, Central Computer Centre (CCC)

SYLLABUS OF EXAM

Stage – I (Written Test)

General Knowledge & Awareness:

Includes questions relating to the Indian constitution, geography, economics, general policy, science & scientific research, national/ international organisations/ institutions, current events, environment etc.

General Intelligence & Reasoning:

Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetic reasoning, verbal & figure classification, arithmetical number series etc.

Quantitative Aptitude:

Includes questions relating to simplification, decimals, fractions, LCM, HCF, ratio & proportion, percentage, average, profit & loss, discount, simple & compound interest, mensuration, time & work, time & distance, tables & graphs, solving algebraic equations.

Computer Awareness:

Includes question on operating system, MS office, MS word, MS Excel Power point, E-mail, Antivirus, Various on line tools used in day to day office work.

General Administration:

CCS leave rules, CCS conduct rules, LTC rules, TA/DA rules, GeM Rules, CGHS etc, basic knowledge of stores, purchase, office procedure.

Stage – II (Skill Test)

Typing Speed Test and Computer Proficiency test:

The minimum typing speed shall be at least 35 w. p. m in English which will be tested on a computer. The Computer proficiency test shall be conducted to check the practical knowledge of the candidate in handling computers with special reference to knowledge of word processing, data analysis, and spreadsheet.

PROCEDURE TO BE FOLLOWED BY CANDIDATES

- Candidature for the written test is purely provisional. Mere possession of the minimum prescribed qualification and appearing in the test does not entitle a candidate to any selection or appointment rights.
- If it is detected at any stage of the recruitment process or even after appointment that the candidate does not fulfil the eligibility criteria as per the Recruitment Rules, his/her candidature will be summarily rejected/terminated without any notice.

- No Travelling Allowance (TA) or Daily Allowance (DA) will be paid by the Institute to any candidate for appearing in the written test. Candidates must make their own arrangements for travel and stay.
- Candidates belonging to reserved categories (SC/OBC-NCL/PWBD) must bring their valid certificate issued by a competent authority. OBC (NCL) certificate must be latest and valid.
- Any form of canvassing, or unfair means exercised by the candidate will lead to immediate disqualification.
- Any legal dispute arising out of this recruitment process will be restricted exclusively to the jurisdiction of the Silchar Court only.
- Candidates must download their Admit Cards from the official website of the Institute once the download link is activated.
- Candidates must report at the designated test centre venue at least 60 minutes prior to the commencement of the examination. No candidates shall be permitted to enter the venue after the Reporting Time.
- Candidates will not be permitted to sit for the examination unless they produce the following documents at the security check and verification desk:
 - I. Printout of the valid Admit Card.
 - II. Original valid Government-issued Photo ID Proof (Aadhar Card, Passport, Voter ID, or Driving License).
 - III. Two passport-size photograph matching the one uploaded in the application.
 - IV. Hard Copy (print out) of the filled in application form which was submitted online for the said post against advertisement no. NITS/Estt/Advt/Non-Teaching/25 dated 01-04-2025.
 - V. All Original documents in support of their claim furnished in the application form along with one set of photocopy duly self-attested.
- Candidates currently employed in Government, Semi-Government organizations, PSUs, or Autonomous Bodies must present a 'No Objection Certificate' (NOC) or a copy of their application forwarded through the proper channel at the verification desk before entering the examination hall. Failure to produce the required documentation will result in disqualification.
- Electronic gadgets such as mobile phones, smartwatches, calculators, Bluetooth devices, earphones, or any piece of written/printed paper are strictly prohibited inside the examination hall. Arrangements for safekeeping of personal items will not be provided by the Institute.
- No candidate will be permitted to leave the examination room before the official completion time of the written test. Candidates must hand over their response sheet/OMR sheet to the invigilator before leaving their seats.

Sd/-
REGISTRAR