NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

OFFICE OF THE REGISTRAR

No:- NITS/Estt/Advt/Non-Teaching/01/25 Date: 09.11.2026

SCHEME AND SYLLABUS OF WRITTEN TEST & SKILL TEST FOR THE POST OF SUPERINTENDENT

Scheme of Examination **Stage -I (Written Test)**	The Objective type test comprising 80 multiple-choice questions as detailed below 1. Objective-type test (MCQ) consisting of 80 questions. 2. Duration of written test: 120 minutes 3. Syllabus: • General Aptitude : 40 questions • General Administration: 40 questions 4. Total Marks: 160 (each question carries 02 marks). 5. Negative Marking: 0.5 marks will be deducted for each incorrect answer. 6. Venue: NIT Silchar.
Stage-II (Skill Test)	Knowledge of Computer applications viz., Word processing, Spread Sheet. 1. Qualifying in Nature only 2. Duration of skill test: 60 minutes 3. Venue: NIT Silchar Based on the marks obtained in the Written test (Stage-I) the number of candidates in the ratio of 1: 10 will be called for Skill test (Stage-II). The ratio 1: 10 may vary based on merit. Final merit list will be prepared solely based on the performance in the written Test (stage-I), subject to qualifying in Stage-II and recommendation of the Selection Committee.
Tie Breaking Procedure	In the event of tie, the following criteria shall be adopted in sequence for deciding position in the merit list. 1. Higher Positive marks in Written Test 2. If the tie still persists, the candidates with higher age based on date of birth will be placed higher in the merit.

Date of Written Test (Stage-I)	**:**	28-11-2026
Reporting Time	**:**	08:30 AM
Starting time of Written Test	**:**	09.30 AM
Venue of Written Test	**:**	NIT Silchar

Syllabus for General Aptitude & General Administration (Stage-I)

General Aptitude: Includes questions relating to the Indian constitution, geography, economics, general policy, science & scientific research, national/ international organisations/ institutions, current events, environment etc. 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. 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. Operating system, MS office, MS word, MS Excel Power point, E-mail, Antivirus, Various online tools used in day to day office work.

General Administration: CCS Leave Rules, CCS Conduct Rules, CCS (CCA) Rules, CCS Pension Rules, National Pension Scheme, LTC Rules, TA/DA Rules, and other Allowances, Reservation & Concession in Services, Lien, Probation, Confirmation, Retirement, Resignation, DPC, Seniority, GFR Rules, GeM, CGHS, NITSER Acts & Statutes, Basic Knowledge of Stores, Purchase, Office Procedure.

Date of Skill Test (Stage-II)	**:**	28.11.2026
Reporting Time	**:**	02:30 PM (Tentative)
Starting time of Skill Test	**:**	03.30 PM (Tentative)
Venue of Skill Test	**:**	Central Computer Centre (CCC), NIT Silchar

Syllabus for Stage-II (Skill Test)

Knowledge of Computer applications viz., Word processing, Spread Sheet.

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.

The online link for downloading the admit card will be made available soon in the institute website. Candidates can download and take a print of the admit card. He/she must carry a hard copy of the admit card along with valid photo ID proof to the venue. No candidate will be allowed to appear for the tests without the admit card and valid photo identification proof. For any queries, candidates can sent an email to **staff_recruitment@nits.ac.in**

Sd/-

REGISTRAR