



Date: 21/10/2022

Syllabus and Instructions for Written Test/Skill Test

With reference to Advt. No. IIITBH/ADVT/2022/RECT/05, Ref. No.: IIITBH/REG/458/NT/2022/1194, dated 14-09-2022, for all Non-Teaching posts (**Except for the post of Registrar (NT-1), Deputy Registrar (NT-2), and Training & Placement Officer (NT-4)**), the instructions for written test, and skill test are as follows:

1. The written test will be conducted in **offline mode** at IIIT Bhagalpur in the month of December-2022 tentatively.
2. The written test will be conducted in two stages. **Stage-I** General Aptitude Test, and **Stage-II** Skill Test.
3. The syllabus for **Stage-I (General Aptitude Test)** will be common for all non-teaching posts (Except NT-1, NT-2, and NT-4).
4. The syllabus for **Stage-I (General Aptitude Test)** will be as follows:

General English, General Hindi, Quantitative Aptitude, Verbal and Non-Verbal Reasoning, General Studies & Current Affairs, Application of Computer Software like MS- Office, used in day-to-day office work, and various online tools used in day-to-day office work, central government rules, office procedures.

5. Only those candidates who are qualified in General Aptitude Test (**Stage-I**), will be allowed to appear in the Skill Test (**Stage-II**).
6. The syllabus for Skill Test (**Stage-II**) for the posts of Assistant Registrar (NT-3), Assistant Librarian (NT-6), and Junior Assistant (NT-9) only is as follows:

(a) Junior Assistant

Typing test on computer to assess the minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi, and proficiency in Computer Word Processing and Spread Sheet.

(b) Assistant Registrar

Test on Noting, Drafting, and Case study (the matter will have to transcribed on computer/paper). Computer proficiency test and knowledge of MS-Office, and other office tools.

(c) Assistant Librarian

Computer proficiency test and knowledge of MS-Office, Library software, and Book Inventory Management System.

7. The department-wise syllabus for skill test (**Stage-II**) for the posts of Technical Officer (NT-5), Junior Technical Superintendent (NT-7), and Junior Technician (NT-8) is as follows:

(a) Dept. of Computer Science and Engineering

- i. *MS-office (MS Word, MS PowerPoint, MS Excel).*
- ii. *Fundamentals of C Programming, data structure, DBMS, OS.*

- iii. *Practical on PC Hardware Components: Input-Output devices.*
- iv. *Knowledge of Internet, e-mail, Data Sharing, Printer Sharing.*
- v. *Knowledge of Installing, Configuring Windows Server, DNS, ADS, DHCP, Networking fundamentals.*
- vi. *Knowledge of computer hardware and software troubleshooting.*
- vii. *Trouble shooting of all equipment of computer laboratories.*

(b) Dept. of Electronics and Communication Engineering

- i. *Practical knowledge in the Electronics and Communication Engineering area related to Basic Electronics, Analog and Digital Electronics, Microprocessor, DSP, VLSI, Embedded Systems, IoT, Computer Networking, Software installation etc, and assembling of electronics models /projects.*
- ii. *Trouble-shooting, repair and maintenance of experimental trainer kits/modules, devices, Instruments of various labs of Electronics and Communication Engineering.*

(c) Dept. of Mechatronics Engineering

- i. *Practical knowledge in Handling, operation and maintenance of equipment(s) related to Mechatronics Engineering Laboratory/Mechanical Workshop.*
- ii. *Domain practical knowledge about different labs such as Strength of Material Lab, Machining Lab, Electrical Machines Lab, Sensor & IoT Lab, Robotics Lab, Basic Electronics Lab, etc.*
- iii. *Trouble shootings of various lab equipment in Mechatronics Laboratories.*

8. The interview for non-teaching posts of **NT-1, NT-2, and NT-4** will be held for provisionally eligible candidates only. The date of interview will be intimated later through email, and same will be updated on the website also.
9. The **written test/skill test** will be held for non-teaching posts of **NT-3, NT-5, NT-6, NT-7, NT-8, and NT-9** for provisional eligible candidates only.
10. The shortlisted candidates based on the performance in the written test will only be eligible for interview for **Group-A** posts (NT-3, NT-5, and NT-6). The date of interview will be intimated later through email, and same will be updated on the website also.
11. For **Group-B (NT-7)** and **Group-C (NT-8, and NT-9)** posts, interview will not be held. Final merit list of these posts will be prepared based on the performance in the written test.
12. You are instructed to report 30 minutes before the examination at the Institute. Any delay in reporting, you will not be allowed for written test.
13. Any electronic gadgets are not allowed during the written examination. It is responsible of the candidate to keep their electronic gadgets in safe. Institute will not be responsible for any loss.
14. All the applicants are instructed to bring their original degree/marksheets and relevant documents for the verification of uploaded documents.
15. You are instructed to visit the institute website regularly for any further update/information.