



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र  
NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119 (HARYANA)

Date: 08.02.2019

Subject: **Recruitment of Non-Teaching staff (Advt.No.41/2018).**

The written tests, skill tests and interview for the provisionally eligible candidates for the non-teaching posts are scheduled to be held during March-April, 2019 from the first week of March, 2019 at NIT, Kurukshetra (Haryana). The detail schedule is enclosed as **Annexure-I**.

The pattern and syllabus of written test and the skill test are enclosed as **Annexure-II**. All the candidates are advised to regularly visit the website [www.nitkkr.ac.in](http://www.nitkkr.ac.in) for further updated information, if any:

1. Any request for change of date of test(s)/interview will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the Institute.
2. Candidates are being allowed to appear at the Written Test **provisionally** subject to the final verification of Mark Sheets/Degree/Certificates, validity of Certificates/Mark sheets, etc later on.
3. Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for selection unless he/she fulfils the eligibility conditions. APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST. If any applicant is inadvertently allowed to appear at the Test(s)/Interview who otherwise does not fulfill the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate for selection if it is found that:
  - (a) Minimum eligibility requirements are not fulfilled.
  - (b) False documentation has been done.
  - (c) Any other similar valid reason.

The candidates will have to visit Institute website for downloading call letter, important information sheet and admit card as per the schedule enclosed as **Annexure-III**. Intimation for downloading call letter will also be sent through E-Mail/SMS. The candidate is required to use: (i) Application ID, (ii) Date of Birth, (iii) Mobile Number for downloading the call letter. Candidate needs to affix recent passport size photograph on the call letter preferably the same as provided during the registration and appear the written test with Admit Card and Original Identity Card issued by the Government. No individual call letters will be sent.

The names of short listed candidates in the written test will be displayed at the entrance of the Old Administrative Building and the website of the Institute on the same day of the written test.

The short listed candidates, as per the list to be notified after the written test, will appear for skill test as per the schedule at Annexure - I at the Centre for Computer & Networking (CCN) of the Institute. The skill test is qualifying in nature and marks scored in skill test will not be counted for final merit. The candidates qualifying in the skill test will appear for the personal interview at Golden Jubilee Administrative Building of the Institute as per the schedule at Annexure-I.

The short-listed candidates qualified in the written test/skill test are required to bring the following documents with them for personal interview:

1. Admit Card issued for the written test.
2. Original Identity Card issued by the Government.
3. Original certificates and one set of self attested photo copies of the same.
4. NOC from the present employer, if applicable.

The final merit for selection will be based on marks scored in written test and personal interview.

No TA/DA will be paid for appearing at the tests and interview.

Sd/-  
Registrar I/c

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**SCHEDULE FOR THE RECRUITMENT OF NON-TEACHING POSTS (Ref. Advt. No. 41/2018)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Date &amp; Time of Written Test</b>	<b>Date of Skill Test</b>	<b>Date of Interview</b>
1.	Superintendent	02.03.2019 (Saturday) at 9.30 a.m.	05.03.2019 (Tuesday) at 10:00 a.m.	06.03.2019 (Wednesday) at 9:00 a.m.
2.	Accountant	02.03.2019 (Saturday) at 1.30 p.m.	05.03.2019 (Tuesday) at 12:00 Noon	07.03.2019 (Thursday) at 9:00 a.m.
3.	Stenographer	03.03.2019 (Sunday) at 9.30 a.m.	05.03.2019 (Tuesday) at 02:00 p.m.	08.03.2019 (Friday) at 9:00 a.m.
4.	Personal Assistant	03.03.2019 (Sunday) at 1.30 p.m.	05.03.2019 (Tuesday) at 3:00 p.m.	09.03.2019 (Saturday) at 9:00 a.m.
5.	Junior Assistant	16.03.2019 (Saturday) at 9.30 a.m.	18.03.2019 (Monday) at 9:00 a.m.	19.03.2019 (Tuesday) at 9:00 a.m. 20.03.2019 (Wednesday) at 9:00 a.m.
6.	Technical Assistant (Computer Engineering)	23.03.2019 (Saturday) at 9.30 a.m.	---	25.03.2019 (Monday) at 9:00 a.m.
7.	Technical Assistant (Computer Applications)	23.03.2019 (Saturday) at 1.30 p.m.	---	27.03.2019 (Wednesday) at 9:00 a.m.
8.	Technician (Computer Engineering)	24.03.2019 (Sunday) at 9.30 a.m.	---	26.03.2019 (Tuesday) at 9:00 a.m.
9.	Technician (Computer Applications)	24.03.2019 (Sunday) at 1.30 p.m.	---	27.03.2019 (Wednesday) at 9:00 a.m.
10.	Technical Assistant (Computing & Networking)	30.03.2019 (Saturday) at 9.30 a.m.	---	01.04.2019 (Monday) at 9:00 a.m.
11.	Technical Assistant (Mechanical Engineering)	30.03.2019 (Saturday) at 9.30 a.m.	---	02.04.2019 (Tuesday) at 9:00 a.m.
12.	Technician (Computing & Networking)	30.03.2019 (Saturday) at 1.30 p.m.	---	01.04.2019 (Monday) at 2.00 p.m.
13.	Technician (Mechanical Engineering)	30.03.2019 (Saturday) at 1.30 p.m.	---	03.04.2019 (Wednesday) at 9:00 a.m.
14.	Technical Assistant (Workshop - Mech. Engg.)	31.03.2019 (Sunday) at 9.30 a.m.	---	04.04.2019 (Thursday) at 9:00 a.m.
15.	Technician (Workshop - Mech. Engg.)	31.03.2019 (Sunday) at 1.30 p.m.	---	05.04.2019 (Friday) at 9:00 a.m.

16.	Technical Assistant (Civil Engineering)	13.04.2019 (Saturday) at 9.30 a.m.	---	16.04.2019 (Tuesday) at 9.00 a.m.
17.	Technician (Civil Engineering)	13.04.2019 (Saturday) at 1.30 p.m.	---	15.04.2019 (Monday) at 9.00 a.m.
18.	Technical Assistant (Electrical Engineering)	14.04.2019 (Sunday) at 9.30 a.m.	---	18.04.2019 (Thursday) at 9.00 a.m.
19.	Technical Officer (Electrical Engineering)	14.04.2019 (Sunday) at 1.30 p.m.	---	17.04.2019 (Wednesday) at 9.00 a.m.
20.	Technical Assistant (Electronics & Comm. Engg.)	20.04.2019 (Saturday) at 9.30 a.m.	---	22.04.2019 (Monday) at 9.00 a.m.
21.	Laboratory Assistant (Physics)	20.04.2019 (Saturday) at 9.30 a.m.	---	24.04.2019 (Wednesday) at 2.00 p.m.
22.	Technical Assistant (Chemistry)	20.04.2019 (Saturday) at 1.30 p.m.	---	23.04.2019 (Tuesday) at 9.00 a.m.
23.	Technician (Electronics & Comm. Engineering)	20.04.2019 (Saturday) at 1.30 p.m.	---	25.04.2019 (Thursday) at 9.00 a.m.
24.	Technical Assistant (Physics)	21.04.2019 (Sunday) at 9.30 a.m.	---	24.04.2019 (Wednesday) at 9.00 a.m.
25.	Laboratory Assistant (Chemistry)	21.04.2019 (Sunday) at 1.30 p.m.	---	25.04.2019 (Thursday) at 2.00 p.m.
26.	Library & Information Assistant	27.04.2019 (Saturday) At 9.30 a.m.	---	30.04.2019 (Tuesday) at 9:00 a.m.
27.	Pharmacist	27.04.2019 (Saturday) at 9.30 a.m.	---	01.05.2019 (Wednesday) at 9:00 a.m.
28.	Students Activity & Sports Assistant	27.04.2019 (Saturday) at 1.30 p.m.	---	29.04.2019 (Monday) at 2.00 p.m.

Sd/-  
Registrar I/c

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**Subject: Recruitment of non-teaching staff (Ref.: Advt.No.41/2018).**

**I. Modalities of the Written Test:**

Question paper will consist of Multiple Choice Questions (MCQs) comprising of total 140 questions. The duration of test will be 120 minutes. The medium of question paper will be in English. Each question carries 0.5 marks. Unattempted question will be awarded zero marks. There will be negative marking for wrong answer.  $\frac{1}{8}$  marks will be deducted for each wrong answer. There is qualifying marks (UR: 50%, OBC: 45%, SC/ST: 35%, PwD:30%) for candidates in the Written Test.

**II. Pattern of Written Test:**

Sr. No.	Name of the post	Written Test (Objective Type)	No. of questions
1.	Technical Officer	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of B.Tech in Electrical Engineering	140
2.	Students Activity & Sports Assistant	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of B.P.Ed.	140
3.	Library & Information Assistant	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of B.Lib & I.Sc.	140
4.	Superintendent	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge of the level of Graduation in the area of General Admn., Establishment, Financial Admn., Purchase Rules (20 questions each) and Computer Application (18 questions)	140
5.	Accountant	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge of the level of B.Com (Honours) in the area of accountancy and finance (49 questions each)	140
6.	Personal Assistant	MCQs on General Knowledge, Arithmetic, English and Reasoning (35 questions each) of the Graduation level	140
7.	Pharmacist	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of Diploma in Pharmacy	140
8.	Stenographer	MCQs on General Knowledge, Arithmetic, English and Reasoning (35 questions each) of the level of Senior Secondary (12 <sup>th</sup> )	140
9.	Junior Assistant	MCQs on General Knowledge, Arithmetic, English and Reasoning (35 questions each) of the level of Senior Secondary (12 <sup>th</sup> )	140
10.	Technical Assistant	MCQ on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of Three Year Diploma in Engineering (Discipline wise)	140

11.	Technician	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of ITI course (Discipline wise)	140
12.	Laboratory Assistant	MCQs on Arithmetic, English, Reasoning (14 questions each) and Professional knowledge (98 questions) of the level of B.Sc. (Discipline wise)	140

### III. Pattern of skill test:

Sr. No.	Name of the post	Skill Test (on computer)	Duration of the Skill Test
1.	Superintendent	Test of Computer Application: Word processing, Spread Sheet etc.	60 minutes
2.	Accountant	Test of Computer Application: Word processing, Spread Sheet and computer - based accounting software etc.	60 minutes
3.	Personal Assistant	Test of Stenography @100 w.p.m. in English	60 minutes
4.	Stenographer	Test of Stenography @80 w.p.m. in English and proficiency in Computer Word Processing and Spread Sheet etc.	60 minutes
5.	Junior Assistant	Test of typing speed of 35 w.p.m. in English and proficiency in Computer Word Processing and Spread Sheet etc.	60 minutes

There will be no skill test for other non-teaching posts.

### IV. Short listing criteria:

The following tabulated ratio will be adopted for the candidates to be called for skill test/interview on the basis of marks scored by them in the Written Test:

Sr. No.	No. of posts	Max. No. of eligible candidates
i	For one post	Up to 10 candidates
ii	For 2-3 posts	Up to 20 candidates
iii	For 4-6 posts	Up to 30 candidates
iv	For 7-9 posts	Up to 48 candidates
v	For 10 posts and above	up to 50 candidates or above (5 times the number of posts)

Skill Test is qualifying in nature and marks scored in skill test will not be counted for final merit.

### V. Selection:

The final merit for selection will be based on marks scored in Written Test (70%) + Personal Interview (30%).

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Registrar I/c

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**Subject: Written Test schedule for the recruitment of non-teaching staff (Ref.Advt.No.41/2018)**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Date of Written Test</b>	<b>Onward date for down-loading the call letter &amp; admit card for the written test</b>
1.	Superintendent	02.03.2019 (Saturday) at 9.30 a.m.	09.02.2019
2.	Accountant	02.03.2019 (Saturday) at 1.30 p.m.	09.02.2019
3.	Stenographer	03.03.2019 (Sunday) at 9.30 a.m.	10.02.2019
4.	Personal Assistant	03.03.2019 (Sunday) at 1.30 p.m.	10.02.2019
5.	Junior Assistant	16.03.2019 (Saturday) at 9.30 a.m.	23.02.2019
6.	Technical Assistant (Computer Engineering)	23.03.2019 (Saturday) at 9.30 a.m.	02.03.2019
7.	Technical Assistant (Computer Applications)	23.03.2019 (Saturday) at 1.30 p.m.	02.03.2019
8.	Technician (Computer Engineering)	24.03.2019 (Sunday) at 9.30 a.m.	03.03.2019
9.	Technician (Computer Applications)	24.03.2019 (Sunday) at 1.30 p.m.	03.03.2019
10.	Technical Assistant (Computing & Networking)	30.03.2019 (Saturday) at 9.30 a.m.	09.03.2019
11.	Technical Assistant (Mechanical Engineering)	30.03.2019 (Saturday) at 9.30 a.m.	09.03.2019
12.	Technician (Computing & Networking)	30.03.2019 (Saturday) at 1.30 p.m.	09.03.2019
13.	Technician (Mechanical Engineering)	30.03.2019 (Saturday) at 1.30 p.m.	09.03.2019
14.	Technical Assistant (Workshop - Mech. Engg.)	31.03.2019 (Sunday) at 9.30 a.m.	10.03.2019
15.	Technician (Workshop - Mech. Engg.)	31.03.2019 (Sunday) at 1.30 p.m.	10.03.2019
16.	Technical Assistant (Civil Engineering)	13.04.2019 (Saturday) at 9.30 a.m.	23.03.2019
17.	Technician (Civil Engineering)	13.04.2019 (Saturday) at 1.30 p.m.	23.03.2019
18.	Technical Assistant (Electrical Engineering)	14.04.2019 (Sunday) at 9.30 a.m.	24.03.2019
19.	Technical Officer (Electrical Engineering)	14.04.2019 (Sunday) at 1.30 p.m.	24.03.2019
20.	Technical Assistant (Electronics & Communication Engg.)	20.04.2019 (Saturday) at 9.30 a.m.	30.03.2019
21.	Laboratory Assistant (Physics)	20.04.2019 (Saturday) at 9.30 a.m.	30.03.2019
22.	Technical Assistant (Chemistry)	20.04.2019 (Saturday) at 1.30 p.m.	30.03.2019
23.	Technician (Electronics & Comm. Engineering)	20.04.2019 (Saturday) at 1.30 p.m.	30.03.2019
24.	Technical Assistant (Physics)	21.04.2019 (Sunday) at 9.30 a.m.	31.03.2019
25.	Laboratory Assistant (Chemistry)	21.04.2019 (Sunday) at 1.30 p.m.	31.03.2019
26.	Library & Information Assistant	27.04.2019 (Saturday) at 9.30 a.m.	06.04.2019
27.	Pharmacist	27.04.2019 (Saturday) at 9.30 a.m.	06.04.2019
28.	Students Activity & Sports Assistant	27.04.2019 (Saturday) at 1.30 p.m.	06.04.2019

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