

**National Institute of Food Technology Entrepreneurship and Management
Kundli (Sonapat)**



F. No. N/S/K/Rectt./1283/2015

Dated: 21-10-2015

Notice

In reference to the published advertisement No. NIFTEM/society/40/10 dated 18-09-2015. The selection Process for Assistant Post in the Pay Band-II of Rs. 9300-34800+GP of Rs. 4200/- is as follows:

Selection Process for Assistant:

All eligible candidates for the post of Assistant may be called for Written and Skill test. The written test comprises of – 30 objective questions of 1 mark each (covering Govt. Service Rules, General English, General Science, Reasoning, General Awareness, etc) and four descriptive questions of 20 marks each (which may cover letter writing, drafting of note, making of proposal and essay writing, pay fixation, Govt. Rules, office procedures etc.). The Skill Test will comprise typing, making of Power Point Presentation, preparing Excel sheet. The details of maximum marks and duration are as follows:

	Skill Test			Written Test		Interview
	Typing Test	Making of PPT	Working on Excel	Objective	Subjective	
Maximum Marks	30	05	05	30=(30x1)	80=(4x20)	50
Duration	10 minutes	10 minutes	10 minutes	100 minutes		

Typing speed of 30 w.p.m. in English on computer is mandatory and answer sheets of only such candidates will be evaluated who attain above typing speed. The passing marks for written and skill test will be 40% (i.e. 60 marks out of 150 marks). In case large numbers of candidates score 40% or more marks, NIFTEM reserves rights for deciding cut off marks for short listing of candidates and only those candidates who obtained cutoff marks or more will be allowed to appear in the interview.

21/10/15