



National Institute of Food Technology Entrepreneurship and Management
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956
An Autonomous Institution under Ministry of Food Processing Industries, Government of India, Sonapat,
Haryana, India



F. No. N/S/K/Rectt./1160/2015-16/

Dated: 10-10-2016

Notice

In reference to the published Advertisement No. N/S/K/Rect./1160/2015 Dated: 27-04-2016. The selection Process for the post of Assistant in the Pay Band-II of Rs. 9300-34800+GP of Rs. 4200/- is as follows:

The SCHEME OF EXAMINATION FOR: ASSISTANT

The scheme of examination for the post of Assistant will in following three parts as per details given below:

- (i) Objective (multiple choice OMR/Computer based) Test: 200 questions one mark each (Maximum Marks-200)

Written Examination	No. of Multiple Choice Questions	Duration three hours
General Intelligence & Reasoning	50	45 minutes
General Awareness	50	45 minutes
Quantitative Aptitude	50	45 minutes
English Comprehension	50	45 minutes

There will be Negative Marking of 0.25 for each wrong answer.

- (ii) Descriptive Test: 05 questions 10 mark each (Maximum Marks-50).

Written Examination	No. of Questions	Duration one hour
Subjective/Descriptive Test (Which may cover letter writing, drafting of note, making of proposal and essay writing, pay fixation, Govt. Rules, office procedures etc.)	5 questions of 10 marks each	60 minutes

- (iii) Skill Tests: 50 Marks (30 minutes.) Typing test will be qualifying

The Skill Test will comprise typing, making of Power Point Presentation, preparing Excel sheet.

Skills Test	Marks	Duration 30 minutes
Typing Test (30 words per minute)	30	10 minutes
Making of PPT	10	10 minutes
Working on Excel	10	10 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. 120 marks out of 300 marks).

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After the examination and skills test, merit list will be drawn on the basis of marks obtained.

In case two or more candidates secure same marks in the written (objective & descriptive) and skills test, the tie will be resolved by the following procedure:

- a) On the basis of date of birth with older candidate placed higher in merit
- b) Alphabetical order of first names of the candidates

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Registrar, NIFTEM