



F.No. NIPER-HJP/Rectt./Ph-IV/2023/DS/69

Date: 17.11.2023

NOTICE

(Employment Notification No: NIPER-HJP/Estt./Recruitt./Ph-IV/181/2023, Date: 27.04.2023)
Reference: Notice No. F.No. NIPER-HJP/Rectt./Ph-IV/2023/DS/55, Dated: 28.08.2023

The revised SoP/Modality for conduct of Tests for the following non-teaching posts is being published hereunder:

Sl.No.	Post Name	Post Code	Written Test	Skill Test	Selection will be made on basis of
1	Receptionist-cum-Telephone Operator	NT-06	Yes	Yes	Written Test only
2	Assistant Gr.-I	NT-07	Yes	Yes	Written Test only
3	Junior Hindi Translator	NT-08	Yes	Yes	Written Test only

Note: The date for conduct of **Written Test only** for above said positions has been rescheduled on **2nd December 2023 (Saturday)**. The time and other conditions mentioned in the notice no. F.No. NIPER-HJP/Recruitment/ Phase-IV /2023/DS/68, Date: 03.11.2023 will remain unchanged. The shortlisted candidates will be called for Skill Test (date will declare separately).

Sd/-
(Kumar Pankaj)
Registrar (I/C)

The candidate has to attend Written/Skill test. The syllabus and examination pattern are given below.

**Examination Pattern
Written Test - Duration – 2 hr.**

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions/Marks	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	50 (One marks each)	50
Part - II				
Domain (Work related) Knowledge	Pen and Paper Mode	Multiple Choice Questions	50 (One marks each)	50
Total Marks				100

Part-III

Skill Test (Qualifying)

Test	Duration	Marks
Communication Skills	10 min	15
Audio Listening & Typing	10 min	15
Total marks		30

Syllabus for Part -I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus for Part -II

- Basics in Computer Science/ Front Office Management/ Secretarial Practice
- **PBX Technology Basics:** Telephone system fundamentals, ISDN, Types of ISDN, BRI and PRI, Private Branch Exchange (PBX) system overview, PBX Vs PABX Technology, PABX system components, Uses and applications, EPABX & PBX Types, VoIP PBX, Cloud based or Hosted PBX, Hybrid PBX systems.
- **EPABX installation and services offered:** checklist to buy an EPABX system, steps to install, Standard set of features: Automated attendant, call holding, call forwarding, conference calling, call parking, call camp on, barge in, voice mail and voice mailboxes, Direct inward Dialing (DID), follow-me, Do Not Disturb (DND), benefits of EPABX system.

Instructions

- ☐ There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- ☐ Institute has at its discretion to fix the minimum qualifying marks in Written Test /Skill Test.
- ☐ The candidates have to attain the minimum qualifying marks in Written Test to appear for Skill Test.

Selection Criteria

The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I and II and qualified in skill test.

The candidate has to attend written/Skill test. The syllabus and examination pattern are given below.

Examination Pattern

Written Test - Duration – 2 hrs.

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions/Marks	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	60 (One marks each)	60
Part - II				
Domain (Work related) Knowledge	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Total marks				100

Part-III

Skill Test (Qualifying)

Test	Duration	Marks
Computer Literacy	10 min	15
Typing Test	10 min	15
Total marks		30

Syllabus for Part-I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus for Part -II

Basic knowledge of:

- NIPER Act & Statutes
- Purchase: General Financial Rules and Purchase Procedure
- Noting and Drafting
- Basics in Computer
- Central Civil Services (Classification, Control and Appeal) Rules, Service Rules; CCS (Leave) rules; Fundamental Rules Supplementary Rules (FRSR); TA rules; LTC rules; CCS (Conduct) Rules; New Pension Scheme (NPS); CS(MA) Rules, Joining Time etc.

Instructions

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- ☐ The candidates have to attain the minimum qualifying marks in Written Test to appear for Skill Test.

Selection Criteria

The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I and II and qualified in skill test.

Post Code: NT-08, Junior Hindi Translator

The candidate has to attend written/Skill test. The syllabus and examination pattern are given below.

Examination Pattern**Written Test - Duration – 2 hrs.**

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions/Marks	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning, General Hindi, General English	Pen and Paper Mode	Multiple Choice Questions	50 (One marks each)	60
Part - II				
Domain (Work related) Knowledge	Pen and Paper Mode	Descriptive Type	04	40
Total marks				100

Part-III**Skill Test (Qualifying)**

Test	Duration	Marks
Hindi Typing	10 min	15
English Typing	10 min	15
Total marks		30

Syllabus for Part –I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

General Hindi	General English
<ul style="list-style-type: none"> • Grammatical Topics i.e., Samas, Sandhi, Kriya, Visheshan, etc • Hindi Synonyms • Hindi Paragraphs • Hindi Proverbs • Hindi Antonyms • Knowledge of Hindi 	<ul style="list-style-type: none"> • Fill in the Blanks (using verbs, prepositions & articles etc.) • Error Recognition • Articles • Verbs • Preposition • Spelling Test • Vocabulary • Grammar • Synonyms • Sentence Structure • Antonyms • Sentence Completion • Correct use of words • Phrases and Idioms • One word substitution

Syllabus for Part -II

- Paragraph Translation from Hindi to English
- Paragraph Translation from English to Hindi
- Essay in English/Hindi

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- ☐ The candidates have to attain the minimum qualifying marks in Written Test to appear for Skill Test.

Selection Criteria

The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I and II and qualified in Skill test.
