



Date :15th October 2025

NOTICE

(Employment Notification: NIPER-HJP/Estt./Recruitt./Ph-VI/ 334/2024 dated: 16.06.2024)
Reference: Notice dated 1st September 2025

Schedule of Pre-screening/ Trade/Skill Test/Presentation and/or Interview for the Non-Teaching posts

The schedule for Pre-Screening Test/Trade/Skill Test, Presentation and/or Interview (where applicable) for various Non-Teaching Posts are as follows:

Sl. No	Post and Post Code	Pre-Screening Test Multiple Choice Questions (MCQ)	Trade/Skill Test for shortlisted candidates from Pre-Screening Test Multiple Choice Questions (MCQ)	Presentation/ Interview for shortlisted candidates from Pre-Screening Test
1	Estate and Security Officer (NT-02)	18 th November 2025 (Tuesday), Time: 10.00 AM to 12.00 PM	Not applicable	To be declared later
2	Public Relations Officer (NT-03)	17 th November 2025 (Monday), Time: 10.00 AM to 12.00 PM	18 th November 2025 (Tuesday), Time: 10.00 to 11.30 AM	Not applicable
3	Receptionist Cum Telephone Operator (NT-04)	17 th November 2025 (Monday), Time: 10.00 AM to 12.00 PM	18 th November 2025 (Tuesday), Time: 10.00 to 11.30 AM	Not applicable

Venue for the Test(s): Seminar Hall, NIPER Hajipur.

The candidates are expected to report one hour before the test.

For **Sl.No. 1**: The shortlisted candidates from Phase I (Top 10 candidates or 50%, whichever is lower) will be called for the Presentation/Interview.

For **Sl.No. 2 & 3**: The shortlisted candidates from Phase I (Top 10 candidates or 50%, whichever is lower) will be called for the Trade/Skill Test.

Note: The detailed selection process and syllabus for the test(s) are also being published along with this notice. The call letter/email will be shared soon.

Sd/-

(Dr. Abhishek Sahu)
Registrar (In-charge)



Date: 15th October 2025

SELECTION PROCESS FOR NON-TEACHING POSITIONS

Employment Notification NIPER-HJP/Estt./Recruitt./Ph-VI/334/2024, Date: 16/06/2024

1. Overview

The selection process for non-teaching positions shall be conducted in multiple stages, depending on the pay level of the post. The method may include a Pre-Screening Test, Trade/Skill Test, Presentation and/or Interview (where applicable) as per the recruitment selection process.

2. Selection Criteria

2.1. For the posts of “Public Relations Officer (NT-03)” and “Receptionist Cum Telephone Operator” (NT-04) :

- Selection will consist of a **Pre-Screening Test** followed by a **Trade/Skill Test**.
- Both tests will be in the form of Multiple-Choice Questions (MCQs).

2.2. For the post of “Estate and Security officer” (NT-02):

- **Phase I:** Pre-Screening Test
- **Phase II:** Presentation/Interview conducted by the selection committee constituted as per the recruitment rules/statutes of NIPERs.

3. Selection Process

The selection process consists of two phases:

3.1. Phase I – Pre-Screening Test

- **Content:** Aptitude and domain knowledge (refer to syllabus given in Annexure I)
- **Format:** 100 Multiple Choice Questions (MCQs)
- **Total Marks:** 100
- **Duration:** 120 minutes
- **Qualifying Nature:** This Test is only for shortlisting purposes. The top 10 candidates or the top 50% (whichever is lower) will qualify for the next round.
- **Note:** Marks obtained in Phase I will not be considered in the final merit list. **No negative marking** will be applied.

3.2. Phase II – Trade/Skill Test

- **Eligibility:** Candidates shortlisted from Phase I (Top 10 candidates or 50%, whichever is lower).
- **Content:** Subject-specific/domain knowledge (refer to syllabus given in Annexure I)
- **Format:** 100 Multiple Choice Questions (MCQs)
- **Total Marks:** 100
- **Duration:** 90 minutes.
- **Minimum Qualifying Marks:** 40%, Candidates must score at least 40% to be considered for final selection.

4. Final Selection Criteria

- **For the posts of “Public Relation Officer” and “Receptionist Cum Telephone Operator”:**

Final selection shall be based on performance in **Phase II (Trade/Skill Test)** only.

- **For the post of “Security & Estate Officer”:**

Final selection shall be based on **Presentation/Interview**, conducted by the duly constituted Selection Committee, based on the results of Pre-Screening (Phase I). **Only the top 10 candidates or top 50% of candidates (whichever is lower)** from Phase I shall be eligible for the interview. A minimum of 40% marks in presentation/interview (whenever necessary) is required to be considered for the provisional selection in the order of merit.

Annexure-I

SN	Name of Post	Pay Level	Criteria for Assessment	Phase I (Pre-Screening Test)		Phase II
				Part I to be distributed among the listed topics without any specific weightage to any particular topic (40 Marks)	Part II to be distributed among the listed topics without any specific weightage to any particular topic (60 Marks)	Presentation/ Interview (100 Marks)
1	Estate & Security Officer	Pay Level 10	Screening of Application Phase - I Pre-Screening Test qualified candidates in Phase I will appear in Phase II Phase II: Document verification + Presentation and Interview	General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning. Knowledge of computers (40 Marks)	Knowledge of visitor management system, Electronics surveillance, Knowledge of GLIS, disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, proper handling of licensed weapons, Training, and management of security personnel deployed for Institute security. Decorum and discipline of security staff- Protocol norms for Independence Day and Republic Day celebrations, Security checkpoints and strategies for foolproof entry and exit system, Smooth transportation/ movement within the campus- Administering overall discipline in the campus, other areas relevant to the post. Legal Aspects: Development-related and other Acts. Water Supply: Rainwater Harvesting, Percolating well, Water Conservation System, etc. Sanitary System, Greywater Recycling/portable & Small-scale sewage Treatment Plant (STP), ETP, and dual flushing system. Solid Waste Management: Dustbin Provision (Dry & Wet Waste segregation), Organic Waste Converter; Solar energy and Green Building Technology. Land and Estate Related: Right to fair compensation and transparency in land acquisition, etc. Valuation of Properties: Concept of Land Valuation, Jantri Rates, Price Methods of Valuation, Types of Valuation, Standard Rent, Compulsory Acquisition of Land. Office Procedure: Vigilance matters, e-Governance, Manual for Procurement of Goods 2017, CPWD Works Manual 2019, E- Office, Microsoft Office, RTI Act 2005; Litigation Management, Arbitration Act; the Anti Ragging act, Record management and weeding policies, Prevention of Sexual Harassment; NIPER Act, Statutes and Ordinances, Fundamental Rules Supplementary Rules (FRSR); etc. (60 Marks)	Presentation / Interview (100 Marks)

S N	Name of Post	Pay Level	Criteria for Assessment	Phase I (Pre-Screening Test)		Phase II
				Part I to be distributed among the listed topics without any specific weightage to any particular topic (40 Marks)	Part II to be distributed among the listed topics without any specific weightage to any particular topic (60 Marks)	Skill Test <i>to be distributed among the listed topics without any specific weightage to any particular topic (100 Marks)</i>
2	Public Relations Officer	Pay Level 8	Screening of Application Phase - I Pre-Screening Test qualified candidates in Phase I will appear in Phase II Phase II Document verification + Skill Test	General English, General Knowledge, Logical/ Mathematical Aptitude and Reasoning. Knowledge of computers (40 Marks)	NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Reservation and Concession SC, ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; Record management and weeding policies. (60 Marks)	☐ Advertising Marketing Ad copy and layout Public relation Public opinion Propaganda The Techniques Different forms of writing Printing technology and production methods News Agencies, syndicate, and freelancing specialized areas of journalism ☐ Web 2.0. Digital and social media Integrated marketing communication Corporate Communication Media Convergence Important laws relating to media –Law of Defamation, Press, and Registration of Books Act, Copyright Act, Press Council Act, RTI Act 2005, The Anti Ragging Act, Official language policy and implementation. NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India, Writing Press Notification in Hindi and English, Design of templates and flyers for social media circulation, Letter writing. Proficiency in Hindi and English Language, including translation from English to Hindi & Hindi to English, Student Placement services and related works, Technology transfer policy related works, Liaisoning services, Science/Scientific communication, etc.

S N	Name of Post	Pay Level	Criteria for Assessment	Phase I (Pre-Screening Test)		Phase II
				Part I to be distributed among listed topics without any specific weightage to any particular topic (40 Marks)	Part II to be distributed among listed topics without any specific weightage to any particular topic (60 Marks)	Skill Test <i>to be distributed among listed topics without any specific weightage to any particular topic (100 Marks)</i>
3	Receptionist cum telephone Operator	Pay Level 7	Screening of General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning. Knowledge of computers (40 Marks) Phase - I Pre-Screening Test of qualified candidates in Phase I will appear in Phase II Phase II Document verification + Skill Test	General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning. Knowledge of computers (40 Marks)	NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Reservation and Concession SC, ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; Record management and weeding policies. (60 Marks)	Introduction to Communication, The Fundamentals of Communication, Barriers to Effective Communication, Non-verbal Communication and Body Language, Presentation Skills, Telephone Skills, Speaking Skills, Writing Skills, Letter Writing, Report Writing, Computer Assisted Language Learning, Grammar and Vocabulary. An orientation and understanding of the Front Office department as well as its organizational structure in the Educational Sector, Co-ordination with different departments, and Handling of situations in respect to problems relating to interdepartmental co-operation, Working of Reception / Information / Reservation / E-mail Fax / etc. Knowledge of handling of EPABX/transferring telephone calls, maintaining visitor register/logbook, handling complaints, basic computer skills, conflict resolution skills, greeting a guest, guiding and directing visitors to appropriate officer or staff/department/division, etc., giving information about questions related to the organization, etc. Interpersonal skills and mental ability, General Aptitude and Service Attitude, Office Procedure: Vigilance matters, e-Governance, E-Office, Microsoft Office, RTI Act 2005; the Anti Ragging act, Record management and weeding policies, Prevention of Sexual Harassment, NIPER Act, Statutes and Ordinances, Fundamental Rules Supplementary Rules (FRSR); Manual for Procurement of Goods 2017; General Financial and Service Rules 2017; Record management and weeding policies; Central Public Procurement Portal and GeM; etc.