



**Shri. Rajan Srivastava**  
**Registrar(Oftg.)**

No.IIT(BHU)/ NFRC/2022/

Date: 28.09.2022

Dear Sir/Madam,

With reference to your application for the post of **Deputy Registrar** advertised vide Advt. No. 02/2021-22 dated 17.12.2021 in the Institute, the Written Test and Group Discussion will be held on **Saturday, 15.10.2022.**

Name of Post advertised	Day, Date & Time	Venue
Deputy Registrar	Saturday, 15.10.2022 (Reporting time: 08:30 AM Commencement of Examination: 09:00AM)	Department of Mechanical Engg., IIT (BHU), Varanasi Room No. F-06/F-16

The Group Discussion of the shortlisted candidates will be conducted on **15.10.2022. Further, the applicants qualifying for Interview will be intimated later.** Detailed instructions regarding the Examination are enclosed.

You are advised to download the Admit Card from <https://nfrcl.iitbhu.ac.in/> by entering your registered login credentials. You are also advised to regularly visit the website [www.iitbhu.ac.in](http://www.iitbhu.ac.in) for further updated information, if any.

**Those candidates who have applied for both the Unreserved and OBC category posts have been allotted SINGLE ROLL NO. against both application Ids. They may download the Admit Card using any of the Application Id/ login credentials.**

The pattern of test and interview will be as under:

**Stage-1 Written Test:**

The Multiple Choice Question (MCQ) test will comprise one paper of 120 minutes duration carrying 100 multiple choice questions, based on **Logical Reasoning, Numerical Ability, Computing and Data Interpretation, General English, General Knowledge** (including National History, Culture, Science, Geography and The Constitution of India), **Current Affairs and Domain Knowledge**(Fundamental Rules (FRs) and Supplementary Rules (SRs), CCS (Conduct) Rules, General Financial Rules (GFRs), Office Procedure, Parliamentary Procedures, Record Management, Public Administration, RTI Act 2005, CCS (Pension) Rules, New Pension Scheme, Academic Administration with Special reference to IITs. Indian Institutes' of Technology Act, IIT(BHU) Statute and Ordinances under IIT Act, Role and Functions of Board, Finance Committee, Building and Works Committee, Senate and Council of IIT. CGPA /SGPA, National Policy on Education, Higher Education System in India, Regulatory Bodies in Higher Education and Educational Statistics).

There shall be negative marking. Two marks shall be awarded for each correct answer whereas 0.5 marks will be deducted for each wrong answer. Unattempted question will be awarded zero marks.

**Stage-2 Group Discussion:**

For Group discussion in Stage-2, candidates in UR/ OBC category shall be selected based on the merit of MCQ based test. The number of candidates appearing for Stage-2 will be Fifteen(15) times the number of post(s) in each category on the basis of the marks obtained in Stage-1. However the minimum cut-off marks will be 35% in Stage –1.

**Stage-3 Interview:**

For Stage-3, a new merit list shall be drawn by taking into account combined scores for Stage-1(Weightage 60%) and Stage-2(Weightage 40%). The number of candidates shortlisted for Interview will be Seven(7) times the number of post(s) in each i.e. UR/OBC category.

**A new merit list will be prepared after the interview with the following weightage for final selection: MCQ Test-30%, Group Discussion (GD)-20% and Interview-50%.**

The question booklets of the Written Test will be taken back from the candidates.

Out station candidates who qualify to appear for interview will be paid to and fro 2<sup>nd</sup> AC rail fare (Rajdhani Express also)/Chair Car in Shatabdi Express from the place of their residence by the shortest route on production of proof of journey. Railway fare will not be paid on the spot but will be reimbursed subsequently by online transfer.

Any request for change of date of test(s)/interview shall 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.

Candidates have been allowed to appear at the Written Test **provisionally** subject to the final verification of Mark sheets/Degrees/Certificates, validity of Certificates/Mark sheets, etc.

Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appearing at the interview unless he/she fulfils the eligibility conditions. APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ASDVERTISEMENT, BEFORE APPEARING IN THE TEST. If an applicant is inadvertently allowed to appear at the Test/Group Discussion/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 to appear at Interview if it is found that:

- (a) Minimum eligibility requirements are not fulfilled.
- (b) False documentation has been done.
- (c) Any other similar valid reason.

**For any query, email at [nfrc@iitbhu.ac.in](mailto:nfrc@iitbhu.ac.in) , [jradmin@iitbhu.ac.in](mailto:jradmin@iitbhu.ac.in)**

Yours faithfully,

**REGISTRAR**