राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. NIDMP/HR/Rectt-Admin/01/2021/01   Dated: 18.03.2021

Subject: Pattern of the Written Examination and Skill Test for administrative positions

1.   Reference is made to the advertisement no: NIDMP/HR/Rectt-Admin/01/2020 dated 01.03.2020.

2.   Candidates who have applied for various administrative posts in response to the above cited advertisement by submitting online application are requested to note the tentative schedule and pattern of written exam and skill test, respectively.

3.   Mode of Selection: The Mode of Selection will be as follows:-

(i) Candidates fulfilling the minimum eligibility conditions will be called for the competitive Written Examination for a duration of 2 hour carrying 120 marks.

(ii) Skill Test will be of 50 marks and qualifying in nature. Any candidate declared not qualified in Skill Test will not be eligible for further recruitment process irrespective of his/her marks obtained in written test.

(iii) The final merit shall be prepared for those candidates who have qualified Skill Test, on the basis of their scores in the Written Test.

(iv) If two candidates score equal marks in the Written Test, the one who has more percentage of marks in the qualifying exam (Graduation) shall be ranked higher. If the percentage of marks in Graduation is same, the candidate senior in age shall be ranked higher.

(v) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

4.   The schedule of Written Examination, Skill Test and Interview (where applicable) shall be uploaded on Institute website in due course.

5. Pattern of Written Examination is given below:

Post Name	Pattern of Question Paper as per notified syllabus
Senior Superintendent (Accounts)	English: - 30 Multiple Choice Questions (MCQ) of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis: - 15 MCQ of one mark each Subject related: - 60 MCQ of one mark each
Senior Assistant (Accounts)	English:- 30 MCQ of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis :- 15 MCQ of one mark each Subject related:- 60 MCQ of one mark each
Senior Library (Assistant)	English:- 30 MCQ of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis:- 15 MCQ of one mark each Subject related:- 60 MCQ of one mark each
Superintendent	English:- 30 MCQ of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis:- 15 MCQ of one mark each Subject related:- 60 MCQ of one mark each
Assistant Administrative Officer	English:- 30 MCQ of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis:- 15 MCQ of one mark each Subject related:- 60 MCQ of one mark each
Administrative Officer (Objective Test)	English:- 30 MCQ of one mark each Gen. Awareness: - 15 MCQ of one mark each Maths/ Quantitative analysis:- 15 MCQ of one mark each Subject related:- 60 MCQ of one mark each
Administrative Officer (Descriptive Test)	Subject related descriptive questions as per notified syllabus of the examination

Note:-

(i) The written examination for the above-mentioned positions (other than descriptive test for the post of Administrative Officer) will be based on MCQ questions.

(ii) There would be 120 MCQ question for each position as detailed above, with one mark for each correct answer and negative marking of 0.25 marks for each wrong answer. Unattempted question will be awarded zero marks.

(iii) Ratio of candidates appearing for skill test/ descriptive test shall be 10% of the candidates appearing for the objective type test. However, the

vacancy to candidate ratio for skill /descriptive test should not be less than 1:10.

(iv) Top six candidates, shortlisted from the descriptive test for the post of Administrative officer, will be eligible to be interviewed for final selection.

6.   The skill test for Group B & C posts will be conducted to judge the candidate's computer skills suitable for the job profile. The pattern of skill test will be as follows: -

(i) MS-Word (20 Marks) – To judge typing speed, drafting of letters/ noting (as per level of posts)

(ii) MS-Excel (20 Marks) -- To judge knowledge and skills on MS-Excel required for the post (as per level of posts)

(iii)MS-PPT (10 Marks) -- To judge MS PPT skills required for the post (as per level of posts)

(iv) The Skill Test will be qualifying in nature with 45% marks.

(v) Duration of the skill test will be 45 minutes.

Chief Administrative Officer

Copy to :
1. Assistant Engineer (IT)- for uploading this office order on the official website of NID MP for the information of the applicants.