



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/02/(17)2021-22

Dated: 29.11.2021

Notification No. 17/2021

Subject: Scheme of the Written Examination and Skill Test for Administrative positions

1. Reference is made to the advertisement No. NIDMP/Rectt./Admin/2021/01 dated 23.08.2021 for administrative positions uploaded on NID MP website & published in national dailies and Employment News, regarding recruitment to various administrative posts on direct recruitment/ deputation/ contract basis.
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 scheme of written exam and skill test, as applicable. The syllabus for written exam and skill test has been notified vide Notification No. 15/2021 dated 27.10.2021.
3. Mode of Selection: The Mode of Selection will be as follows: -
 - (i) Eligible candidates for Group A positions will be called for a two staged selection process. The Screening test (First Stage) shall be subject/job profile specific written examination (descriptive + objective). Based on the performance in the written examination, top 10 candidates shall be shortlisted for the interview process, subject to their successful document verification.
 - (ii) Final selection on Group A positions will be made based on weightage of performance in the written examination and interview in a ratio of 60:40 (60% weightage for written examination and 40% weightage for Interview).
 - (iii) Eligible candidates for Group B and C positions (Except for the posts of Head Security Services and Warden) will be called for the competitive OMR based MCQ written examination for a duration of 90 Minutes carrying 100 marks, 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, as per pattern of examination given below.
 - (iv) Head Security Services and Lady Warden, the OMR based MCQ QP shall be of 30 marks (For English, GA and QA) with a 30-minute duration, with one mark for each



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correct answer and negative marking of 0.25 marks for each wrong answer. Unattempted question(s) will be awarded zero marks. Additionally, the subject specific paper may be kept as descriptive in nature, with a time duration of 90 minutes for 70 marks (Overall Total – 100 marks).

(v) Final selection on Group B & C positions will be made based on performance in written examination {MCQ/MCQ+ Descriptive, as applicable for the respective post(s)}.

(vi) Skill Test will be of 50 marks, which will be qualifying in nature with minimum 45% as qualifying criteria. Any candidate declared not qualified in Skill Test will not be eligible for further recruitment process irrespective of his/her marks obtained in written examination.

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

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

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

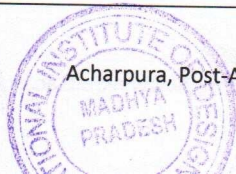
(c)MS-PPT (10 Marks) -- To judge MS PPT skills required for the post (as per level of posts)

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

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

5. Pattern of Written Examination is given below:

Post Name	Pattern of Question Paper as per notified syllabus
Lady Warden (Duration of Exam-120 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 Marks Descriptive questions based on notified syllabus of the examination
Assistant (Accounts/Adm/ Library) (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination
Senior Assistant (Admin/Studio) (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination



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Superintendent (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination
Assistant Administrative Officer (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination
Senior Superintendent (Accounts) (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination
Senior Assistant Librarian (Duration of Exam-90 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination
Head Security Services (Duration of Exam-120 minutes.)	English: - 10 MCQ of one mark each General Awareness: - 10 MCQ of one mark each Quantitative aptitude: - 10 MCQ of one mark each Job Profile/Subject related: - 70 Marks Descriptive questions based on notified syllabus of the examination
Senior Accounts Officer (Duration of Exam-2 hrs.)	Written Examination as per notified syllabus of the examination (Descriptive + Objective) Total Marks – 100,
Administrative Officer (Duration of Exam-2 hrs.)	Written Examination as per notified syllabus of the examination (Descriptive + Objective) Total Marks – 100,
Deputy Registrar (Duration of Exam-2 hrs.)	Written Examination as per notified syllabus of the examination (Descriptive + Objective) Total Marks – 100,

6. Any further updates shall be made available only on the Institute website. Candidates are advised to keep on checking the Institute's website for further updates.



[Signature]
Chief Administrative Officer

Copy to:

1. PA to Director, NID MP
2. Registrar, NID MP
3. Assistant Engineer (IT)- for uploading this notification on official website of NID MP for information of the applicants.
4. Office copy

NATIONAL INSTITUTE OF DESIGN, MADHYA PRADESH

Acharpura, Post-Arwaliya, Eintkhedi, Bhopal-462038 (MP) Website:-<https://www.nidmp.ac.in>