



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL, POST  
SRINIVASNAGAR, MANGALURU – 575 025**

Phone: (0824) 2474 000. Fax: (0824) 2474 033/ 2474 039

Website: [www.nitk.ac.in](http://www.nitk.ac.in)

**No. 5213-NITK-NTR/ADMIN.-ESTT./ 2023/B1/01**

**Date: 28.07.2023**

**NOTICE**

The syllabus and mode of examination for various group A posts advertised vide recruitment notification no.: 5213-NITK-NTR/ADMIN.-ESTT./ 2023/B1 dated 24th May, 2023 is specified herewith.

**Evaluation Pattern for the post of Principal Scientific/Technical Officer  
(Pay Level 14)**

**Mode of Selection:**

Presentation-cum-Personal Interview.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Innovations/ good practices introduced in the workplace
3. Major R&D/ Consultancy projects executed
4. Vision as Principal Scientific/Technical Officer for institutional development

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the Presentation-cum-Personal Interview.



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**Evaluation Pattern for the post of Superintending Engineer  
(Pay Level 13)**

**Mode of Selection:**

Presentation-cum-Personal Interview.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Innovations/ good practices introduced in the workplace.
3. Major Infrastructure projects/ Consultancy projects executed.
4. Vision as Superintending Engineer for improving the infrastructural facilities in the institute

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the Presentation-cum-Personal Interview.



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**Evaluation Pattern for the post of Deputy Librarian  
(Pay Level 12)**

**Mode of Selection:**

Presentation-cum-Personal Interview to be conducted for candidates qualifying in the written test.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Innovations, initiatives and good practices introduced in the workplace.
3. Vision as Deputy Librarian and plan for development of Institute Library and transformation of the library into a hub of information storage and dissemination
4. Support to institutional efforts to improve ranking, institutional visibility and visibility of institutional research publications.

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the Presentation-cum-Personal Interview.



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**Evaluation Pattern for the post of Deputy Registrar  
(Pay Level 12)**

**Mode of Selection:**

Presentation-cum-Personal Interview to be conducted for candidates qualifying in the written test.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile.
2. Innovations/ good practices introduced in the workplace.
3. Administrative capability
4. Vision as Deputy Registrar (the candidate may choose any one or more areas, i.e., Academic administration/Finance Management/General Administration/Procurement or Consultancy Management)

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the written test followed by Presentation-cum-Personal Interview.

**Syllabus and Examination pattern for the post of Deputy Registrar**

**PART – A: Objective Type (120 Marks)**

1. **Service Matters:** FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, NITSER Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme.
2. **Financial Matters:** General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, procedures for budgeting, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliations Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc



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3. **Public Procurement:** Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

**PART – B: Objective Type (80 Marks)**

1. **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning.
2. **Logical Reasoning:** Number/Alphabet Series, Reasoning Analogy, Relations, Mathematics & Numerical Ability: Arithmetic, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.
3. **General Awareness and Current Affairs:** Constitution of India, Current National and International events, Higher & Technical Education in India, Various Policies of the MoE, NEP, NISP, NIRF
4. **Computer Proficiency:** Knowledge of MS Windows, MS Office (MS word, Power point, Excel), Internet, E-mail system, Basic Data security measures.

**Part-C (Essay Type Question) (20 marks)**

Descriptive/ Essay type questions seeking to evaluate the vision and ability of the candidate to contribute to the growth and development of the institute in the position of Deputy Registrar.



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**Syllabus and Examination Pattern for the post of Senior Student Activity and Sports Officer  
(Pay Level 12)**

**Mode of Selection:**

Physical Fitness Test, Presentation-cum-Personal Interview.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Initiatives implemented in the workplace.
3. Details of sportspersons mentored and molded to represent the institute/ nation at National/ International levels
4. Vision as Senior Activity and Sports Officer for enhancing the physical and mental well-being of students, faculty and staff of NITK

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the Presentation-cum-Personal Interview.



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**Syllabus and Examination Pattern for the post of Medical Officer  
(Pay Level 10)**

**Mode of Selection:**

Presentation-cum-Personal Interview.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Domain Knowledge
3. Vision as Medical Officer and plan for development of Institute Health Care Centre and patient management at NITK, Surathkal.

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the Presentation-cum-Personal Interview.



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**Evaluation Pattern for the post of Assistant Registrar  
(Pay Level 10)**

**Mode of Selection:**

Presentation-cum-Personal Interview to be conducted for candidates qualifying in the written test.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile.
2. Innovations/ good practices introduced in the workplace.
3. Administrative capability
4. Vision as Assistant Registrar (the candidate may choose any one or more areas, i.e., Academic administration/Finance Management/General Administration/Procurement or Consultancy Management)

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the written test followed by Presentation-cum-Personal Interview.





### **Syllabus and Examination Pattern for the post of Assistant Registrar**

#### **PART – A: Objective Type (120 Marks)**

1. **Service Matters:** FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, NITSER Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme.
2. **Financial Matters:** General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, procedures for budgeting, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliations Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc
3. **Public Procurement:** Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

#### **PART – B: Objective Type (80 Marks)**

1. **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning.
2. **Logical Reasoning:** Number/Alphabet Series, Reasoning Analogy, Relations, Mathematics & Numerical Ability: Arithmetic, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.
3. **General Awareness and Current Affairs:** Constitution of India, Current National and International events, Higher & Technical Education in India, Various Policies of the MoE, NEP, NISP, NIRF
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**Evaluation Pattern for the post of Assistant Librarian (Pay Level 10)**

**Mode of Selection:**

Presentation-cum-Personal Interview to be conducted for candidates qualifying in the written test.

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience and present work profile
2. Innovations, initiatives and good practices introduced in the workplace.
3. Vision as Assistant Librarian and plan for development of Institute Library and transformation of the library into a hub of information storage and dissemination
4. Support to institutional efforts to improve ranking, institutional visibility and visibility of institutional research publications

**Final Selection/Merit:**

The final merit list shall be prepared based on the performance of the candidate in the written test followed by Presentation-cum-Personal Interview.



### Syllabus and Examination Pattern for the post of Assistant Librarian

#### PART – A: Objective Type (120 Marks)

1. **Introduction to Library and Information Science:** History, Concepts and principles, Role and functions, Types of libraries, Information Organization and Retrieval - Cataloging and classification, Metadata standards, Information retrieval techniques, Information Sources and Services, Online databases and digital libraries, Open access and scholarly communication.
2. **Collection Development and Management:** Selection policies and criteria, Acquisitions and budgeting, Collection assessment and weeding, Information Sources and Services, Reference services and information literacy, Online databases and digital libraries, Open access and scholarly communication, TQM, MIS.
3. **Information Technology and Systems:** Library management systems (LMS), Information storage and retrieval systems, Emerging technologies, Digital Preservation and Archiving, Institutional Repositories, ROAR, DOAR, SHARPA-ROMIO, Content Management, Application of Artificial Intelligence, Expert Systems and Robotics in Libraries, Library Consortiums.
4. **Research Methods in Library and Information Science:** Research design and methodologies, Data collection and analysis, Writing research proposals and reports, Information Ethics and Intellectual Property, Copyright and fair use, Privacy and confidentiality Ethical issues in information dissemination.
5. **Bibliometrics, Scientometrics & Webometrics** - Measuring Scientific Publications, Citations, h-Index, Impact Factor, Scientometric Indicators, Altmetrics etc. Future Trends and Challenges.

#### PART – B: Objective Type (80 Marks)

1. **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning
2. **Logical Reasoning:** Number/Alphabet Series, Reasoning Analogy, Relations, Mathematics & Numerical Ability: Arithmetic, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.
3. **General Awareness and Current Affairs:** Constitution of India, Current National and International events, Higher & Technical Education in India, Various Policies of the MoE, NEP, NISP, NIRF



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4. **Computer Proficiency:** Knowledge of MS Windows, MS Office (MS word, Power point, Excel), Internet, E-mail system, Basic Data security measures

**Sd-  
Registrar**