

IIITDM Kancheepuram - Recruitment of Non-Teaching Posts

(Advt.No.IIITDMK/R/3/2019 Dated: 19th June, 2019)

List of Shortlisted Candidates for screening test and Schedule of exams for the post of Junior Superintendent

Qualification and experience	First class Bachelor's degree with 6 years relevant experience or First class B.com with 6 years experience with the knowledge of Tally for accounting position.
Desirable	<ul style="list-style-type: none">• Post Qualification Experience in handling Academic / Administrative / Legal / Finance / Stores & Purchase / Establishments matters etc in CFTIs / Govt. of India.• Well versed in FR SR and Rules of Govt. of India for Administration posts.• General financial rules, FR SR, Computer Accounting system with the knowledge of tally for accounting position.

Application Numbers of Shortlisted Candidates

1903JS0007	1903JS0039	1903JS0063	1903JS0081	1903JS0108
1903JS0010	1903JS0041	1903JS0064	1903JS0084	1903JS0110
1903JS0015	1903JS0046	1903JS0065	1903JS0086	1903JS0111
1903JS0019	1903JS0049	1903JS0067	1903JS0087	1903JS0112
1903JS0024	1903JS0050	1903JS0070	1903JS0088	1903JS0113
1903JS0028	1903JS0052	1903JS0072	1903JS0089	1903JS0115
1903JS0029	1903JS0054	1903JS0073	1903JS0094	1903JS0121
1903JS0032	1903JS0057	1903JS0074	1903JS0100	1903JS0122
1903JS0034	1903JS0061	1903JS0078	1903JS0101	1903JS0124
1903JS0036	1903JS0062	1903JS0080	1903JS0107	

Schedule:

Level 1 exam :	19.12.19 (Thursday) - 10:00 AM (Reporting Time: 08: 30 AM)		
Level 2 exam :	20.12.19 (Friday) - 10:00 AM	<i>Only for candidates qualified in Level 1 exam</i>	
Level 3 exam :	20.12.19 (Friday) - 02:00 PM		

Note:

- All the shortlisted candidates are required to bring original mark sheets (SSLC onwards), degree certificates, experience certificates and valid community certificate (SC/ST/OBC/EWS) at the time of reporting. Employees serving in Govt. Organizations /autonomous bodies are to submit No Objection Certificate from the present employer. Only the Candidates satisfying the requirement will be permitted to attend the written Test.

Scheme of Examination

I. Levels of Exams:

Level 1:

All the shortlisted candidates shall write screening test carrying maximum of 100 Marks (Objective type).
Maximum duration of exam: 2 hours

Level 2:

It is the subject knowledge test designed to test the candidate's knowledge in the concerned subject of specialization. The questions will be objective/descriptive type carrying maximum of 100 marks.
Maximum duration of exam: 2 hours to 2 hours 30 minutes

Level 3:

It is the trade test to assess the practical knowledge of the candidate in the concerned subject carrying maximum of 100 marks.
Maximum duration of exam: 1 hour 30 minutes

** The standard of questions for the tests will generally be in conformity with education standard prescribed for the post.*

II. Weightage of exams:

Level 1:

Candidates securing the minimum qualifying marks shall be shortlisted for further evaluation process scheduled on the next day. In case of SC/ST candidates, the minimum qualifying marks is relaxable at the discretion of the competent authority. The marks secured in the screening test shall not be taken into account for preparation of final selection list.

Level 2 & Level 3:

Level 2 and Level 3 are of qualifying nature and merit list will be prepared based on the following allocation of weightage.

Level 2: 70% and Level 3: 30%

*** In case of tie, suitable criteria decided by duly constituted committee will be followed.*

Note:

Success in the examination confers no right of appointment unless the candidate fulfills all requirements of the institute.

Syllabus of Examination

Level 1:

- Verbal Reasoning & Aptitude, General English, General Knowledge, Current affairs

Level 2:

- FRSR, GFR, RTI
- Rules and Regulations of IITs including IIT Act & Statutes
- CCS (Leave) rules, Conduct rules
- Pay and Allowances
- Reservation & concessions
- Drafting of Agenda & Minutes
(Candidates are advised to refer Institute & Government websites)

Level 3:

- Skill test on MS Office utilities (MS Word, MS Excel, MS PPT, MS Access)