

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**

No: 411002/3/2025-NFR

Dated- 08.09.2025

NOTICE

Ref:- Advertisement no: 411002/3/2025-NFR dated 30.01.2025 for recruitment to the posts of Junior Superintendent and Junior Superintendent (Accounts) in Pay Level-6, IIT (ISM), Dhanbad.

Candidates, shortlisted for recruitment tests to the posts of Junior Superintendent and Junior Superintendent (Accounts) in PL-6 are hereby informed about the schedule of recruitment test(s) as under:-

Post	Name of the Test	Test Date	Reporting Time	Test Time	Venue
JS	Written Test [Objective type + Subjective type] (50+ 30 = 80 marks)	11.10.2025 (Saturday)	09:00 AM	10:00 AM to 12:00 Noon (2 hrs duration)	NLHC, IIT (ISM) Dhanbad
JS & JS (Accounts)	Computer Proficiency Test: (20 marks)		12:30 PM	01:00 PM to 01:30 PM (30 Minutes duration)	4 th Floor, NLHC, IIT (ISM) Dhanbad
JS (Accounts)	Written Test [Objective type + Subjective type] (40+ 40 = 80 marks)		02:30 PM	03:00 PM to 05:00 PM (2 hrs duration)	NLHC, IIT (ISM) Dhanbad

The recruitment test(s) of Junior Superintendent and Junior Superintendent (Accounts) in Pay Level-6 shall be conducted in two Steps i.e. Written Test and Computer Proficiency Test (CPT).

Candidates will be shortlisted for Document Verification on the basis of performance in the Written test and Computer Proficiency Test (CPT).

Merit list will be prepared on the basis of combined marks obtained in Written Test and Computer Proficiency Test (CPT).

Final selection of the candidates against the vacancies and Offer letter will be issued to those candidates from the Merit List (in order of merit), who completes the Document Verification successfully.

Syllabus:-

The syllabus for Written test and Computer Proficiency Test (CPT) to the post of Junior Superintendent and Junior Superintendent (Accounts) will be as per **Annexure A & B** respectively.

Minimum cut off marks:-

Post & No. of Vacancies	No. of candidates to be shortlisted for Document Verification (based on the performance in Written Test and CPT)
JS Total – 07*	UR: Minimum 40% marks in each step i.e. Written Test and CPT
JS (Accounts) Total – 03*	OBC/SC/ST/EWS: Minimum 35% marks in each step i.e. Written Test and CPT

* 01 Post of each, Junior Superintendent and Junior Superintendent (Accounts) is suitable for Divyang candidates having following benchmarks (a), (b), (c), (d) & (e), subject to availability of suitable candidates:-

(a) Low Vision, (b) Hard of hearing, (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf blindness.

Tie-breaking Criteria for Document verification/ final merit list for the post of Junior Superintendent and Junior Superintendent (Accounts)

In case two or more candidates secure equal marks against same vacancy under same category in final Merit List following methodology will be adopted for final selection:

- Candidate securing more marks in Written Test is to be ranked higher.
- In case two or more candidates secure equal marks in both Written Test & Computer Proficiency Test, candidate senior in Age is to be ranked higher.

Document Verification:-

The candidates shortlisted for document verification, on the basis of performance in Written Test + CPT, will have to produce the following documents in original (as mentioned in the advertisement) in support of their eligibility:

- Matriculation certificate in support of Date of Birth
- Mark sheet of educational qualifications
- Certificate of educational qualifications
- Experience certificate
- No Objection Certificate from the present employer (if they are employed in Central Govt./ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs) etc.

In addition, the following documents are also required to be produced for the verification:

For OBC Category: Valid OBC-NCL certificate issued by the Competent Authority in the format prescribed for appointment under Govt. of India.

For EWS Category: Valid EWS certificate issued by the competent authority in the format prescribed for appointment under Govt. of India

For SC/ST Category: Valid caste/Category certificate issued by the competent authority in the format prescribed for appointment under Govt. of India.

In case, failing to produce the above documents, their candidature will be cancelled and they will not be selected against the vacancy of the posts, even on passing in Written Test and CPT.

Admit cards for the test(s) will be available for download on or after **06.10.2025**. The candidates may visit https://nfr.iitism.ac.in/index.php/recruitment/User_login and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

Registrar

Syllabus for Junior Superintendent

A. Written Test: 80 Marks (It consists Section –I and Section-II)

Section –I: Objective questions (50 Marks)

1. CCS Leave Rules
2. Travelling Allowance and Joining Time Rules
3. CGHS & CSMA Rules
4. Probation and Confirmation
5. CCS Pension Rules
6. New Pension Scheme
7. Reservation and Concession in Govt. Service
8. CCS Conduct Rules
9. General Financial Rules – 2017
10. RTI- Right to Information
11. Institutes of Technology Act 1961
12. Governance in IIT System viz. IIT Council, Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works committee, Senate.
13. National Education Policy-2020
14. Pay fixation Rules
15. LTC Rules
16. Career Progression (MACP Scheme)
17. CCS (CCA) Rules
18. Office Procedures
19. Government E-Marketplace
20. Preparation and Maintenance of Reservation Rosters

Section –II: Subjective questions (30 Marks)

1. Noting: 05 Marks
2. Drafting: 05 Marks
3. Definition / Concept writing related to FR&SR, GFR, CCS(CCA) Rules: 20 Marks

B. Computer Proficiency Test (20 Marks):

MS-Word, MS-Excel & MS – Power Point.

Syllabus for Junior Superintendent (Accounts)

(A) Written test

1. Income Tax & GST matters including e-invoicing, returns and compliances. TDS on different payments, payment to foreign nationals, TCS etc. Relevant Tax Exemption Certificates, Taxation on import of goods, Tax Audits
2. GFR-2017: Procurement of Goods & Services
3. Labour Laws, viz. Wages, Bonus, EPF, ESIC etc.
4. Compilation of Annual Accounts of the CFTIs (Balance Sheet, Income & Expenditure Account and Receipt & Payment Account)
5. Fixed Assets, Depreciation, Assets writing-off etc.
6. Common Formats of Accounts for CAB
7. Endowment/ Donation Funds, their tax compliances and accounting
8. Budget preparation, its procedure & formats with respect to CFTIs.
9. Accounting and payment processing of Civil Works Projects
10. Banking & Investments
11. Different types of stores, stock entry, inventory management, stock numbering system etc.
12. Actuarial Valuation of Retirement Benefits
13. Audit of Accounts of Central Autonomous Bodies – Role of C&AG. Common paras and its mitigation
14. Types of Bills and Check-list for various kinds of Bills before passing
15. General Accounting Principles applicable for CFTIs, Accounting Entries & reconciliation, Use of Tally ERP for Accounting
16. Noting & drafting related to work of Accounts Section in an IITs/ CFTIs

40 MCQ (01 marks each)

10 Short Answer Type Question of 02 mark each

5 Long Answer Type Question of 04 mark each

(B) Computer Proficiency test

MS-Word, MS-Excel & MS – Power Point.
