

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

No: 411002/12/2025-NFR

Date – 07.05.2026

NOTICE

Ref: - Advertisement No. 411002/12/2025 - NFR dated 20.02.2026 for recruitment to the post(s) of Deputy Registrar (PL- 12) and Assistant Registrar (PL-10).

The applicants for the post(s) of Deputy Registrar (PL-12) and Assistant Registrar (PL-10) are hereby informed about the schedule of recruitment test(s) as under:-

Date	Test	Time and Venue
28.05.2026 (Thursday)	Written Test (MCQ & Descriptive Type) [80 marks] (180 Minutes)	Reporting Time: 08:30 AM Time of Test: 09:00 AM to 12:00 Noon Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
	Computer Proficiency Test [20 marks] (30 minutes)	Reporting Time: 12:30 Noon Time of Test: 12:45 PM to 01:15 PM Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
29.05.2026 (Friday)	Presentation & Interview: Power-point presentation followed by Interview	Document verification: 09:00 AM to 10:00 AM Time of Interview: 10:00 AM onwards Venue: Conference Room, First Floor, Admin Block, IIT(ISM), Dhanbad

The recruitment test(s) for Deputy Registrar (PL-12) and Assistant Registrar (PL-10) will be conducted in two stages i.e. stage-I (Written test and Computer Proficiency Test) and stage-II (Presentation & Interview).

Candidates will be shortlisted for stage-II (Presentation & Interview) based on performance in stage-I (Written Test and Computer Proficiency Test) subject to qualifying the stage-I. Such shortlisted candidates will be allowed for stage-II (Presentation & Interview) after their successful completion of Document verification.

Selection of the candidates will be made on the basis of their performance in the Presentation and Interview.

The syllabus for recruitment test(s) for Deputy Registrar / Assistant Registrar are at **Annexure -I.**

Minimum cut off marks:-

Deputy Registrar	
No. of Vacancy	Written test and Computer Proficiency Test
01 (EWS)	Candidate shall be shortlisted for Presentation & Interview subject to scoring minimum qualifying marks i.e. 45% in each Step [Written test (MCQ+ Descriptive) and Computer Proficiency Test]

Assistant Registrar	
No. of Vacancy	Written test and Computer Proficiency Test
02 (UR- 01 SC-01)	Maximum 10 candidates in order of merit, subject to scoring minimum qualifying marks, which are as under: UR: Minimum 40% marks [in each Step - Written test (MCQ + Descriptive) and CPT] SC: Minimum 35% marks [in each Step - Written test (MCQ + Descriptive) and CPT] shall be shortlisted for Presentation and Interview. Provided that:- (i) If the number of SC candidate is less than 5, the additional SC candidate(s) below merit no. 10 may be shortlisted for Presentation and Interview subject to scoring the minimum qualifying marks i.e. 35% in each step. (ii) In case, the marks obtained by two or more candidates are same as that of marks of the 10th /Last candidate (in case of proviso (i)), in order of merit, all such candidates may be shortlisted for Presentation and Interview.

Document Verification:-

The candidates shortlisted for Presentation and Interview have to bring for verification of the certificates in original including 10th certificate/Marksheets (for Date of Birth), Marksheets & Pass certificates of educational and technical qualifications, Caste certificate, Experience certificate, 'No Objection Certificate' from the present employer (if they are employed in Govt. organization/ Institute/ autonomous Body) etc. as mentioned in the advertisement in support of their eligibility, failing which, they will not be allowed to appear in Stage-II (presentation and Interview).

Admit cards for the tests will be available for download on or after 22.05.2026. 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).

**Syllabus for recruitment test(s) for the post(s) of Deputy Registrar (PL-12)
/Assistant Registrar (PL-10)**

Stage-I (Written Test + Computer Proficiency Test)

Step I: Written Test (80 marks):

The question paper will consist of MCQ and Descriptive type questions on the following syllabus common for Deputy Registrar/ Assistant Registrar:-

CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, New Pension Scheme, TA/LTC Rules, GFR – 2017, Pay Fixation, Deputation, Retirement, Probation and Confirmation, General Accounting Procedure, Audit, Budget, Right to Information Act, 2005, Official Language, Grievance Redressal Mechanism, DPC, MACP/DACP, Reservation and Concession in Govt. Services. Knowledge of relevant provisions of Income Tax, GST etc. along with recent changes, CGHS/CSMA rules, PFMS, GeM, GPF/ CPF, Govt. Purchase Procedure, Contract Management, Relevant Labour Laws, NEP -2020, Payment of Gratuity Act 1972, etc.

1. Multiple Choice Questions:- **(60 Questions-30 Marks) (Time-60 Minutes)**
2. Descriptive:
 - (a) Short Answer type Questions **(15 Questions – 30 Marks)** [Around 50-60 words each]
 - (b) Long Answer type Questions (Noting, Drafting, Short Essay) **[4 Questions -20 marks]** [Around 200-300 words each]

[Total Time for Descriptive (Short & Long) Answer type Questions – **120 Minutes**]

Step II: Computer Proficiency Test (CPT) will consist of hands-on Practical in MS Office [Word, Excel and PPT] **(20Marks) (Time-30 Minutes)**.

Stage-II (Presentation and Interview)

The Candidates shortlisted on the basis of their performance in the Written Test (MCQ and Descriptive Type) and Computer Proficiency Test, will be required to give a power point presentation of not more than 05 slides on any topic related to their area of experience relevant to the post for a maximum duration of 10 minutes followed by interview.
