



Shri. Rajan Srivastava
Registrar(Oftg.)

No.IIT(BHU)/NFRC/2023-24/

Date: 15.09.2023

Dear Sir/Madam,

With reference to your application for the post of **Assistant Registrar** advertised vide Advt. No. 02/2022-23 dated 04.02.2023 in the Institute, you are requested to report for MCQ Based Written Test and Group Discussion on **30.09.2023 at IIT (BHU), Varanasi**. Further, the applicants qualifying for Interview will have to appear for the same. The date of Interview shall be intimated later.

Detailed instructions regarding the Examination are enclosed. You are advised to download the admit card from <https://nfrcl.iitbhu.ac.in> by entering the registered login credentials. The venue of examination will be mentioned in the Admit Card. The provided link will be activated one week before the date of exam i.e., **24.09.2023**. You are also advised to regularly visit the website <https://iitbhu.ac.in> for further updated information, if any.

The pattern of Written Test, Group Discussion and Interview will be as under:

Stage-1

Written Test:

The Multiple Choice Question (MCQ) Based Written Test will comprise one paper of 120 minutes duration carrying 100 multiple choice questions, based on Logical Reasoning, Quantitative Aptitude, Computing and data interpretation, General English and Comprehension, General Knowledge and Current Affairs.

Two (02) marks shall be awarded for each correct answer. Unattempted questions will be awarded zero marks. 0.5 marks shall be deducted for each incorrect answer.

Stage-2

Group Discussion:

For Group discussion in Stage-2, candidates in UR/OBC/ST categories will be selected based on the merit of **MCQ Based Written Test**. The number of candidates appearing for Stage-2 will be **10 times the number of post(s) in each category** on the basis of the marks obtained in Stage-I. **However the minimum cut-off marks will be 40% (UR); 36% (OBC) and 30% SC/ST in Stage –I.**

Stage-3

Interview:

For Stage-3, a new merit list will be drawn by taking into account combined scores for **Stage-1(Weightage 60%) and Stage-2(Weightage 40%)**. The number of candidates shortlisted for Interview will be **7 (seven) times** the number of post(s) in UR/OBC/ST categories.

Weightage for Final Selection:

MCQ Based Written Test	40%
Group Discussion (GD)	20%
Interview	40%

- (a) The Question Booklets of the Written Test will be taken back from the candidates.
- (b) Out station candidates who qualify to appear for Interview will be paid to and fro 2nd AC rail fare (Rajdhani Express also)/Chair Car in Shatabdi Express from the place of their residence by the shortest route on production of proof of journey. Railway fare will not be paid on the spot but will be reimbursed subsequently by online transfer.
- (c) Any request for change of date of test(s)/interview will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the Institute.
- (d) Candidates have been allowed to appear at the Written Test **provisionally** subject to the final verification of Mark sheets/Degrees/Certificates, validity of Certificates/Mark sheets, etc.
- (e) Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appearing at the interview unless he/she fulfils the eligibility conditions. APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST. If an applicant is inadvertently allowed to appear at the Test/Group Discussion/Interview who otherwise does not fulfill the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate to appear at Interview if it is found that:
- (i) Minimum eligibility requirements are not fulfilled.
 - (ii) False documentation has been done.
 - (iii) Any other similar valid reason.
- (f) Candidates are required to bring 02 passport size recent photographs with them.
- (g) Since the candidates are expected to have a sound understanding of the English language, the question paper shall be in English only.

REGISTRAR