

Brief outline about Recruitment Procedure including examination for selection on non-teaching positions against Advertisement No.: IITP/RECT/NT/01/2023 dated 20 April 2023

Administrative and Admin Office Staff Positions

In accordance with Government of India (GoI) recruitment procedure for Group A, B and C positions, as applicable, the recruitment is proposed to be conducted in three stages and the same has been intimated to the applicants via letter and email along with display of proposed schedule on IIT Patna website.

A brief outline for the different stages is stated herein below as a general information to the candidates/applicants to impart an overview to them and enable them prepare well.

Stage I: Tentative outline for **MCQ** based written test comprising 100-120 questions of two hours duration.

1. Quantitative Aptitude
2. Logical reasoning ability
3. Test of writing and communication skills
4. Aptitude needful and desirable for an academic institution
5. General Knowledge and Current Affairs

Stage II: Tentative outline for **Core Competency** desirable for the position under advertisement.

1. Rules, regulations, acts and implication
2. Noting and drafting
3. Writing and comprehension
4. Situation analysis and recommendation for decision skills
5. Presentation skills

Stage III (Group A positions): Personality evaluation on interaction by the selection committee comprising expert members.