



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL**

(An Institute of National Importance under Ministry of Education, Govt. of India)
Jagannathagattu, Dinnedavarapadu (V), Kurnool-518007, Andhra Pradesh, India
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Recruitment of Non-Teaching Staff

(Advt. No. IIITDMK/Rect./NTS/2021/03, dated 03-11-2021)

ADMIT CARD Assistant Registrar (Group A)

Application Number		Affix recent passport size photograph
Name of the Candidate		
Father's Name		
Category		
Date of Birth		
Email ID		
Mobile Number		
Signature of the Candidate (To be signed before the Invigilator)		Signature of Invigilator

Assistant Registrar (Group A)

Level of Exam	Date, Day and Time	Remarks
Reporting	14 th May 2022 (Saturday) 08:00 Hrs	<ul style="list-style-type: none">Reporting in Seminar Hall, IIITDM KurnoolSubmission of One set of certificates and other documents
Level-1	14 th May 2022 (Saturday) 09:30 Hrs to 11:30 Hrs	<ul style="list-style-type: none">Level 1 Written Test based on advertised syllabus
Level-2	14 th May 2022 (Saturday) 15:00 Hrs to 17:00 Hrs	<ul style="list-style-type: none">Level 2 Written test only for the candidates qualified in Level 1
Interview	15 th May 2022 (Sunday) 09:00 Hrs onwards	<ul style="list-style-type: none">Certificate verification followed by Interview only for the candidates qualified in Level 2

Note:

- Your candidature is provisional and is subject to fulfilling minimum prescribed eligibility criteria as per Advt. No. IIITDMK/Rect./NTS/2021/03, dated 03-11-2021
- At any stage during the recruitment process, if it is detected that you are not possessing the requisite qualification for the applied post as per the stipulated criteria, your candidature may be summarily rejected without assigning any reason.
- Find prescribed Syllabus at https://www.mis.iiitk.ac.in/Rec_Staff_2101/index.php

INSTRUCTIONS FOR THE EXAMINATION:

- The Level 1/ Level 2/ Interview will be held in **physical mode at the IIITDM Kurnool campus only.**
- The candidates are requested to bring the following documents at the time of reporting:
 - All mark sheets (SSLC/SSC/X to Degree), degree certificates, experience certificates and other Testimonials in original along with copies for verification.
 - NOC in case of Government Employee
NO OBJECTION CERTIFICATE (NOC) will be verified at the time of level 2 examination and have to be produced compulsorily by all applicants working in Government organizations/Govt. Institutes, failing which he/she will not be considered for further recruitment process
 - Valid Community Certificate (SC/ST/OBC-NCL/EWS) (if applicable)
 - Valid ID Proof issued by Govt. of India
 - Original admit card duly affixed with candidate's photo.

3. The Level 1 test will be of 2 hours duration with Multiple Objective Type questions. There will be 80 questions in total. Each correct answer carries **1.25 mark** and the wrong answer carries **negative mark of 0.3125**.
4. Level 2 test will be of 2 hours duration with two parts Part A and Part B with Multiple Objective Type questions. There will be 50 questions in Part A and 25 questions in Part B. Each correct answer in Part A carries **ONE mark** and wrong answer carries negative mark of **0.25**. Each correct answer in Part B carries **TWO marks** and wrong answer carries negative mark of **0.5**.
5. No calculators will be permitted inside the exam hall for **level 1 test** and however it is permitted to use calculators for **level 2 test**.
6. Candidates are advised to bring the **BLUE/BLACK ball-point pen**.
7. The candidates have to report at IIITDM Kurnool as per the prescribed time. The applicants appearing are required to come prepared to stay for two days, if necessary. Candidates have to make their own arrangements for the stay. However, food is available in the institute canteen on payment basis.
8. It may be noted that **NO TA/DA will be paid** for attending screening test / Interview.
9. It may be noted that No change of date will be entertained.
10. You will not be admitted to the examination if you report after the scheduled commencement of the examination.
11. Electronic items like mobile phones, pager, watches, Bluetooth-enabled devices, sharp objects etc. are **NOT ALLOWED INSIDE THE EXAMINATION CENTRE**.
12. You are advised not to bring any valuables/costly items to the Examination Centre.
13. The candidate should go through the instructions mentioned on the **TEST-BOOKLET, OMR SHEET, QUESTION PAPER, AND THE ADMIT CARD CAREFULLY AND FOLLOW THEM STRICTLY**.
14. The candidate should ensure that all entries on the TEST-BOOKLET, the OMR Sheets are filled up correctly using a **BLUE/BLACK BALL PEN** only.
15. The candidates are not allowed to leave the examination hall before completion of the examination.
16. Candidates are required to handover both the Question Paper & OMR Sheet, without fail to the concern Invigilator.
17. Any Infringements of these instructions shall entail rejection of your candidature for this examination and may also invite disciplinary action including ban for future examinations conducted by Govt. of India or its agencies.

18. INSTRUCTIONS FOR INTERVIEW

- a) You are requested to bring the following certificate/documents, in Original at the time of Interview.
 - Certificates in support of all your educational qualifications/experience/proof of age, mentioned by you in your application.
 - Caste Certificate issued by the competent authority in the prescribed *pro forma* in case if you belong to SC/ST/OBC/PWD/EWS. OBC/EWS certificate issued by competent authority should not be older than one year.
 - Certificate in support of your claim for age relaxation, if applicable.
 - Latest PWD certificate in the prescribed *pro forma* will be required to be submitted in case you belong to PWD category.
- b) Candidate serving in Institutes/Government/Semi Govt. Organisation, Autonomous Bodies and Public Sector Undertakings must produce the “No Objection Certificate” from your present employer.
- c) If you fail to produce any of certificates/documents stated in 18(a) and 18(b) at the time of Interview, the institute reserves the right not to allow the candidate for the Interview.

IMPORTANT INSTRUCTIONS FOR CANDIDATES ON COVID-19

- Candidates must maintain social distancing starting from the point of entry to the exam venue till his/her exit from the exam venue.
- Candidates must bring their own Mask, Gloves, personal hand sanitizer (50ml) and a transparent water Bottle. No other items will be permitted inside the exam venue
- Temperature of the candidates will be checked at the entry to the exam venue via a Thermo Gun. Only those candidates whose temperature is within the acceptability limits as approved by competent authorities will be allowed inside the exam venue.
- The candidates with temperature more than acceptable limits or COVID-19 symptoms will be allowed to appear in the exam in a separate isolation exam hall.