



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

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F. No: NITD/01/Admn/606/2025-26

Dated: 12.12.2025

### Pattern of Examination (Written Test and Proficiency Test) and Evaluation Criteria for all the Advertised Non-Teaching Positions vide Advt. No.: 08/2025

#### A. PATTERN OF EXAMINATION AND EVALUATION CRITERIA OF WRITTEN EXAMINATION (PART A, PART B, AND PART C):

1. Pattern of Examination and evaluation Criteria (Part A, Part B, and Part C):
  - a. The written examination will consist of one paper divided into three parts:

Part	Type	Content	No. of Questions	Marks
A	Objective Type	General Knowledge Test	20	20
B	Objective Type	Domain Knowledge Test	60	60
C	Descriptive Type	Assessment of Practical and Experimental Knowledge	5	20
			85	100
2. Cutt-off / Merit Criteria:
  - i. Cut-off / Merit will be drawn on the basis of marks obtained by candidates out of 100 marks in the written examination (Part A, Part B, and Part C).
  - ii. Based on the merit as referred in Point 2 (i) above, candidates will be shortlisted in the ratio of 1:6 (i.e. a maximum Six candidates will be shortlisted for each advertised post), in order of merit, for each advertised post, subject to securing the following minimum qualifying marks in the written examination:
    - a). UR / EWS: Minimum 60 marks out of 100 marks (60%)
    - b). OBC: Minimum 55 marks out of 100 marks (55%)
    - c). SC / ST / (PwD / PwBD): Minimum 50 marks out of 100 marks (50%)
3. Number of Questions and Marking Scheme:
  - i. Written Test – Part – A shall consist of 20 questions, carrying 01 mark each, and therefore this Part shall be of maximum 20 marks. The evaluation shall be carried out as follows:
    - a). 01 (one) mark will be awarded for each correctly attempted question.
    - b). 0.25 marks will be deducted as negative marking for each incorrectly attempted question.
    - c). No marks shall be awarded for any question that remains unattempted or left unanswered.
  - ii. Written Test – Part – B shall consist of 60 questions, carrying 01 mark each, and therefore this Part shall be of maximum 60 marks. The evaluation shall be carried out as follows:
    - a). 01 (one) mark will be awarded for each correctly attempted question.
    - b). 0.25 marks will be deducted as negative marking for each incorrectly attempted question.
    - c). No marks shall be awarded for any question that remains unattempted or left unanswered.

- iii. Written Test – Part – C shall consist of 05 questions, carrying 04 marks each, and therefore this Part shall be of maximum 20 marks.
  - a). No negative marking will be applicable in Part C.
- 4. Timing allotment for the examination (Written Examination):
  - i. The Written Test (comprising Part A, Part B, and Part C) shall be of 2 hours and 30 minutes (150 minutes) duration for all the positions.
- 5. In case of bunching / bracketing of candidates in the result of the Written Test, the merit shall be decided in the following order:
  - i. Desirable Qualifications: Candidates who possess the desirable qualification(s) prescribed for the post shall be given preference.
  - ii. Age Seniority: If the tie remains unresolved, the candidate senior in age shall be given preference.
  - iii. Alphabetical Order of Name: If the tie still persists, preference shall be given to the candidate whose name comes first in alphabetical order.
  - iv. Draw of Lots: If all the above criteria fail to break the tie, the merit order shall be decided through draw of lots.

## **B. PATTERN AND EVALUATION CRITERIA OF PROFICIENCY TEST:**

- 1. Proficiency Test:
  - i. Candidates shortlisted in the ratio of 1:6 for each advertised post, as per the criteria specified in Point 2 under (A), shall be called to appear for the Proficiency Test.
- 2. The Proficiency Test shall carry a total of 50 marks and will be qualifying in nature, with the following qualifying marks:
  - i. UR / EWS: Minimum 27.5 marks out of 50 marks (55%).
  - ii. OBC / SC / ST / (PwD / PwBD): Minimum 25 marks out of 50 marks (50%).
- 3. Timing allotment for the examination (Proficiency Test):
  - i. The Proficiency Test shall be of 1 hour (60 minutes) duration for all the advertised posts.

Sd/-  
(Prof. (Dr.) Hitesh Sharma)  
Registrar, NIT Delhi



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### Syllabus of the Written Test (Part A, Part B and Part C) and the Proficiency Test for the Non-Teaching Positions Advertised vide Advt. No.: 08/2025

#### OFFICE ATTENDANT, PAY LEVEL – 01

##### **Written Test – Part – A (Objective Type – General Knowledge Test) 20 Marks**

- i. Maths & Numerical Ability: Average, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplification, Numerical Computation etc.
- ii. Logical Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Coding and Decoding, Logical Sequence of Words, Arithmetic Reasoning, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.
- iii. Language & Comprehension: Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitution, Grammatical error, Idioms and Phrases, Sentence Correction and Completion, Spotting Errors, Sentence Improvement, Sentence Formation, etc.
- iv. General knowledge and Current Affairs: NEP 2020, Academic Bank of Credit, Indian Economy, Indian Polity, Indian Constitution, Indian Geography, Days and Years, Basic General Knowledge, Current Affairs, Important Government Schemes, etc.
- v. Computer Fundamentals, MS Word, MS Excel, MS Power Point, Internet, Email System, etc.

##### **Written Test – Part – B (Objective Type – Domain Knowledge Test) 60 Marks**

File Management, Diary & Dispatch, Record keeping, Register Maintenance, Computer Proficiency (MS Windows and MS Office, Internet and email System), Basic Leave Rules

##### **Written Test – Part – C (Descriptive Test – Assessment of Practical Knowledge) 20 Marks**

- i. Descriptive written test covering the following topics of Noting, drafting, and preparation of official documents (letters, circulars, orders) as defined in Part B above.
- ii. Procedure for safely connecting/disconnecting equipment to power supply.
- iii. Precautions while handling electrical wiring and components.
- iv. Steps to maintain physical records in a Section or Department.
- v. Procedure for filing and handling official documents.
- vi. Importance of accurate record-keeping in Section or Department.

- vii. Importance of cleanliness in Section or Department environments.
- viii. Steps involved in cleaning of Section, Department, Store and rooms.
- ix. Routine tasks for the upkeep of Section or departmental areas.
- x. Procedure for carrying official files and papers.
- xi. Steps for operating a photocopy machine.
- xii. How to send an official email.
- xiii. Steps involved in diary and dispatch work.
- xiv. Procedure for receiving and delivering official Dak.
- xv. Difference between internal and external Dak.
- xvi. Importance of timely delivery of official communication.
- xvii. How to prepare a basic document using MS Word.
- xviii. How to enter and interpret data using MS Excel.
- xix. Importance of computer applications in office work.
- xx. Responsibilities of a person assigned to watch & ward duty.
- xxi. Steps to safely open and close rooms.
- xxii. Safety precautions in handling lab equipment and premises.
- xxiii. Basic steps in maintaining parks, lawns, and potted plants.
- xxiv. Importance of green spaces in institutional environments.
- xxv. Safety rules for driving institutional vehicles.
- xxvi. Responsibilities of an official driver (if in possession of a valid driving license).

**Proficiency Test will be conducted based on the following illustrative (but not exhaustive) list of Duties and Responsibilities of Office Attendant:**

- i. Provide/Make Hospitality arrangements to Department/Section.
- ii. Physical maintenance of records of Section.
- iii. General cleanliness & upkeep of the Section/Unit.
- iv. Carrying of files & other papers within the building.
- v. Photocopying, sending of FAX etc.
- vi. Other non-clerical work in the Sections/Unit.
- vii. Assisting in routine office work like diary, dispatch etc. including on computer.
- viii. Delivering of Dak (inside & outside the building).
- ix. Watch & ward duties.
- x. Opening & closing of rooms.
- xi. Cleaning of rooms.
- xii. Dusting of furniture etc.
- xiii. Cleaning of building, fixture etc.
- xiv. Work related to his ITI qualification, if it exists.
- xv. Driving of vehicles, if in possession of valid driving license.
- xvi. Upkeep of parks, lawns, potted plants etc.
- xvii. Ability to use MS Word for document preparation.
- xviii. Ability to use MS Excel for data entry and interpretation.
- xix. Proficiency in basic computer applications.
- xx. Any other work assigned by superior authority.