



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Dr. S. P. Mathur
Registrar

No.IIT(BHU)/

Date: 20.01.2018

Dear Sir/Madam,

- A. With reference to your application for the post of **Junior Library Assistant** in the Institute (Advertisement No.01/2017-18 dated 28.09.2017), you are requested to report for Written Tests on **Saturday, 10.02.2018 at 09.30 a.m. at IIT (BHU), Varanasi**. The exact centre of test will be intimated later on. Detailed instructions regarding the written test are enclosed. You are advised to regularly visit our website www.iitbhu.ac.in for further updated information, if any.
- B. The general information regarding tests are as under:
1. There will be three stages for recruitment of Junior Library Assistant.
 - i. **Multiple Choice Based screening test (Stage-1)**
 - ii. **Descriptive test (Stage-2)**
 - iii. **Skill Test (Stage-3)**

Stage-1 and Stage-2 test shall be held together on 10.02.2018. On the basis of Stage-1, ten times candidates in each category (i.e General/SC /OBC) will be shortlisted to appear for Skill Test (Stage-3). The result of Stage -1 will be displayed on the website and the successful candidates will be intimated on their registered email and mobile number. **The Skill Test (Stage-3) will be held on Sunday, 11.02.2018 from 10.00 a.m. onwards at IIT (BHU), Varanasi**

- i) **Multiple Choice Questions (MCQ) based screening test (Stage-1):**
 - a. The Screening Test will comprise one paper of 60 minutes duration containing 50 Multiple Choice Questions (MCQ). Since the candidates are expected to have a sound understanding of English language, the question paper shall be in English only except the questions on comprehension of Hindi Language.
 - b. There shall be negative marking. Two marks shall be awarded for each correct answer while one mark shall be deducted for each incorrect answer. Unattempted question will be awarded zero marks.
- ii) **Descriptive test (Stage-2)**
 - a. A descriptive test of 60 minutes duration carrying 50 marks will be held along with the MCQ based Screening Test (Stage-1).
 - b. Answer sheets of Stage-2 of only those candidates will be evaluated, who obtain minimum qualifying marks in the Skill Test (Stage- 3).
- iii) **Skill Test (Stage-3)**

Skill Test will be held for the candidates who have been shortlisted on the basis of MCQ based Screening Test (Stage-1). The duration of the test will be 30 minutes. It will carry 100 marks. The test will consist of

- a. Tasks related to Library housekeeping jobs on library software
- b. Searching for documents through databases and proficiency in internet browsing
- c. Test of knowledge in MS Office and Excel

iv) **Syllabus for Stage-1 and Stage-2**

General Hindi, General English, General Arithmetic, General Knowledge, Current Affairs, Reasoning & Logical Abilities, Application of Computer Software like MS-Word, Excel, Power Point and questions pertaining to the specific area of work.

Following minimum qualifying marks and weightage (for final merit) have been assigned to different stages:

Sl. No	Stage	Full Marks	Minimum Qualifying Marks	Weightage for final merit
1	Multiple Choice Based screening test (Stage-1)	100	40% (5 % relaxation to SC candidates)	30%
2	Descriptive Test (stage-2)	50	50% (5 % relaxation to SC candidates)	70%
3	Skill Test (Stage-3)	100	70% (5 % relaxation to SC candidates)	Qualifying

v) **Preparation of List of candidates, based on Multiple Choice Questions (MCQ) based (Stage-1) test, for Skill Test (Stage-3) :**

- a. *At first a list of candidates, ten times the number of unreserved posts will be prepared. The candidates securing same marks as obtained by the last candidate will also be included. This list will also include reserved category candidates securing position in the merit at par with the Unreserved category candidates.*
- b. *Separate, lists for OBC and SC candidates will be drawn with candidates ten times the number of posts in each category. The candidates securing same marks as obtained by the last candidate in the list will also be included in the merit list. The names of reserved category candidates who figure in the unreserved category list will also appear in the list of their respective categories.*
- c. *The list of candidates will be in the order of roll number.*

vi) **Preparation of final merit list**

The final merit list will be prepared out of 200 marks. As per the weightage assigned to the two stages of the test, the distribution of marks will be as under:

Stage	Full Marks	Marks as per weightage (out of 200)
Multiple Choice Questions (MCQ) Based test (Stage-1)	100	60
Descriptive Test (stage-2)	50	140

The marks secured by a candidate in Multiple Choice Questions (MCQ) Based test (Stage-1) will be multiplied by a factor of 0.6 and the marks

secured in Descriptive Test (stage-2) will be multiplied by a factor of 2.8. The total marks by adding the two will be used for preparation of final merit. The merit list for final selection shall be prepared in the following manner:

- a. *At first a list of candidates for unreserved posts will be prepared in the order of merit. This list will also include reserved category candidates securing position in the merit at par with Unreserved category candidates.*
- b. *Thereafter, separate lists for OBC and SC candidates will be drawn in order of merit excluding the names of reserved category candidates who figure in the unreserved category list on their own merit without relaxed standard.*
- c. **Tie-breaking in final merit:** *the inter-se merit of candidates securing same marks will be decided in the following manner:*
 - a. *Mark secured in the Descriptive test (Stage-2) (Candidate securing higher marks will be ranked higher). If the marks obtained in the Descriptive test are same, then;*
 - b. *Mark secured in the Multiple Choice Based screening test (Stage-1) (Candidate securing higher marks will be ranked higher). If the marks obtained in the Multiple Choice Based screening test are same, then;*
 - c. *Date of Birth (Candidate higher in age will be ranked higher). If the date of birth is also same, then;*
 - d. *Alphabetical order of the name recorded in matriculation or equivalent certificate.*

C. The question booklets of the tests will be taken back from the candidates.

D. No TA/DA shall be paid for appearing in the tests.

E. Any request for change of date of test(s) 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.

F. 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.

G. Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appointment 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 who otherwise does not fulfil 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 to cancel the candidature of a candidate/ or cancel the appointment if it is found that :

- (a) Minimum eligibility requirements are not fulfilled.
- (b) False documentation has been done.
- (c) Any other similar valid reason.

Yours faithfully,

Encl.: As above

Registrar



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**IMPORTANT INFORMATION TO THE CANDIDATES APPEARING IN TEST FOR
RECRUITMENT TO THE POSTS OF JUNIOR LIBRARY ASSISTANT**

(Advt. No. 1/2017-18)

A. METHOD OF ANSWERING IN THE TEST

- i. A Question Booklet containing the questions and a separate Answer Sheet shall be provided to the candidate at the beginning of the Test.
- ii. The candidate, **within 10 minutes of the issue of the Question Booklet**, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent/Invigilators to obtain a fresh Question Booklet.
- iii. The candidate is required to write his/her *Roll Number and Set No.*, if any, at the appropriate places provided in the answer sheet in **INK/Ball Point Pen only**. In addition, **he/she is also required to fill up Roll Number in the space provided on the answer sheet by darkening the appropriate ovals by Blue/Black Ball Point pen only.**

Note: Please note that any error in darkening the Roll Number or writing set number will result in wrong evaluation of the Answer Sheet. He/She may take further note that non-filling of Set No., if any, Roll No. and other vital details would lead to non-evaluation of Answer Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll Number and writing set number.

- iv. The candidate is required to write **in INK/Ball Point Pen only**, his/her Roll number and Serial Number of Answer Sheet at the appropriate places on the cover page of the Question Booklet.
- v. Each question shall be followed by four alternative answers. The candidate is required to identify the **one** which he/she feels to be the correct answer and record the answer by darkening the **appropriate oval** in the answer sheet with **Blue/Black Ball Point Pen only.**

For example, if out of 4 alternatives (A) (B) (C) & (D) given against question No. 15, the candidate identifies (B) as the correct answer, he/she is required to darken the *oval B only* in the Answer Sheet as given below:

Q.No.15 (A) ● (C) (D)

- vi. The answer will be treated incorrect if more than one oval is darkened or an oval is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled oval or marks outside the oval shall not be evaluated.
- vii. If any question is not attempted, the candidate is required to leave all the ovals against that question as blank. Such an answer will be awarded *zero* mark.
- viii. Inner cover page of the Question Booklet or the blank space/page at the end of Question Booklet may be used for rough work.
- ix. No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Test.

NOTE:

- i. *If the candidate commits any error in writing/filling the Roll No., Set No. etc. on the answer sheet, it will not be possible to rectify the error and the answer sheet will be evaluated accordingly.*
- ii. The decision of the Institute regarding Question(s)/ Key will be final.

IMPORTANT:

CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT. (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED)

B. IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING IN TEST

- i. The Candidate must carry his/her valid Admit Card for the concerned Test. He/She must occupy only his/her allotted seat as per his/her Roll Number in the seating arrangement made for the concerned Test.
- ii. **No Candidate will be allowed** entry to the Test Hall **after 30 minutes** of the start of the Test.
- iii. **No Candidate shall be allowed** to leave the Test Hall **till the end** of the Test.
- iv. There is no provision to provide or permit a 'writer' in the Test.
- v. The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- vi. **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc. are not allowed in the examination hall. Also, carrying of licensed weapons, fire arms, tools which can be used as lethal weapons are not allowed in the examination hall.**

- vii. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:**
Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat, Possession of any unauthorized instrument or equipment as mentioned at (vi) above/document/paper/ information materials or any resource materials, Communication of information in writing or verbally or exchange of Question Booklet/Answer Sheets to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage, Writing anything in the Admit Card, Carrying of the envelope of the Admit Card into the examination hall, Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Sheet [Roll Number in words & figures and OMR sheet no. in Question Booklet and Roll Number, Question Booklet no. and Set no. (if any) in OMR sheet] but not duly verified by the invigilator concerned, Non-matching of signature made at the time of Test with that already done at the time of filling of Application Form.
- viii. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:**
Tampering with the Admit Card including that of the photograph, Face not resembling the photograph on the Admit Card, Not occupying the allotted seat, Tampering/disturbing the seating arrangements, Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test, Making any attempt to influence the Institute authorities directly or indirectly, disturbing or trying to disturb the Test, Noting down the questions or their answers, Shouting of slogans or creating unruly scene at the examination hall/examination centre/Institute campus.
- ix. **Impersonation is a legally punishable offence.** No Candidate will be permitted to appear in the Test without a valid Admit Card. The Admit Card should be presented to the invigilators/other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may at their discretion **provisionally** permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.
- x. **Suppression/concealment of information:** The candidate must ensure that he/she is qualified to appear in the Test. If it is detected at any stage that he/she did not fulfill the minimum qualifications, or, there was something against the candidate or, the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered.
- xi. Nobody other than the Institute authorized personnel is permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under an FIR lodged by the Institute.
- xii. **No scrutiny/re-evaluation of answer sheet of TEST is allowed in any case at any stage.**
- xiii. **For any interpretational difficulties, the interpretation through English language shall be deemed as correct.**
