



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
कुंकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703
Cuncolim, South Goa District, Goa, Pin-403703

November 20, 2025

Non-Teaching Staff Recruitment

**(Advertisement No. NITGOA/Rect./2025/OW-6, NITGOA/Rect./2025/OW-10,
NITGOA/Rect./2025/OW-11 dated 28.03.2025)**

Exam Pattern for Level I (MCQs)

Scheme of Written Test	
Written test for the posts of Superintendent and Senior Assistant consists of Part-A and Part-B, a total of 75 MCQs carrying total marks of 75, which is as per details given below	
<i>Level I: Part A (General)</i>	25 Objective type multiple choice questions, carrying 01 mark each, with a total of 25 marks, based on the Syllabus. (25 marks)
<i>Level I: Part B (Domain Specific)</i>	50 Objective type multiple choice questions, carrying 01 mark each, with a total of 50 marks, based on the Syllabus. (50 marks)
<i>Total</i>	75 Objective type multiple choice questions (MCQs), carrying 01 mark each, with a total of 75 marks.
Written test for the post of Office Attendant consists of 75 MCQs in the Level I, carrying total marks of 75, which is as per details given below	
<i>Level I: (General)</i>	75 Objective type multiple choice questions, carrying 01 mark each, with a total of 75 marks, based on the Syllabus.
A negative marking of $\frac{1}{4}$ (0.25) mark will be applied for every wrong answer across all categories of posts	

Level II: (Skill Test)

Assessment of Computer proficiency for the posts of Superintendent & Senior Assistant and Basic Office Procedure Proficiency for the post of Office Attendant

Instructions

1. The above tests (MCQ and Skill Test) will be based on the below-mentioned syllabus. The syllabus provided is indicative and not exhaustive.
2. The written examination will be of 90 minutes duration.
3. The question paper will be in English language only.
4. For every wrong answer, there will be a negative marking of $\frac{1}{4}$ mark.

5. Level-I is an objective-type test consisting of multiple-choice questions with four options.
6. Level-II is a Skill/Trade Test of qualifying nature, for which a minimum score of 50% is required to pass.
7. The Level-I marks shall be considered for preparation of the merit list, only for those candidates who qualify the Skill Test (Level-II).
8. The candidature is PROVISIONAL. If at any stage it is found that any applicant does not fulfill any of the conditions of eligibility, his / her candidature will be cancelled and no appeal against such cancellation will be entertained. The fact that he / she has been called for the test does not confer any right on him / her to be treated as eligible in all aspects for appointment or to be considered for the test. No TA / DA for attending the test will be provided.
9. The Written Test for the eligible candidates for the above posts are scheduled to be held on **December 14, 2025 (Sunday) at NIT Goa**. The detailed schedule is enclosed as ANNEXURE-I.
10. The e-Admit cards will be sent to the candidates in the registered email id for appearing in the Written Test by **08 December 2025** or in case the eligible candidates have not received the admit card may email at recruitment@nitgoa.ac.in.
11. No candidates shall be allowed to enter the institute without a Hard copy of e-Admit Card supported by valid ID Proof.
12. It is to be noted that Mobile Phones or any electronic gadgets will not be allowed inside the exam hall. The institute will not be responsible for keeping any mobile or any electronic gadgets or any associated loss of mobile / electronic gadgets.
13. All the eligible candidates have to produce following documents at the time of document verification.
 - a) The original certificates for their educational qualification and relevant experience mentioned in their application form.
 - b) Proof of Identity issued by the Govt. (in Original) such Aadhar Card / Passport / Driving License / PAN Card / Voter Card.
 - c) The person working in a Government, Semi Government, Autonomous organization including Public Sector Undertakings etc. and whose application has not been forwarded through proper channel by the employer will be required to bring a 'No Objection Certificate' along with 'Vigilance Clearance Certificate' from the present employer. In the absence of No Objection Certificate and other certificates their candidature will not be considered.

14. The Number of posts shown in Advt. may change and may vary at the time of personal selection/recruitment. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
15. Mere appearance in the Written Test / Skill Test OR qualifying in the test doesn't entitle a candidate to be considered for selection unless candidates fulfill the eligibility conditions. APPLICANTS MUST FULLY SATISFY ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN OUR WEBSITE, BEFORE APPEARING IN THE TEST. If a candidate is
- inadvertently allowed to appear at the test who otherwise doesn't fulfill the minimum eligibility requirements, the candidate cannot, at a later date, use that as a right to claim that candidate meets the eligibility requirements. The Institute reserves the right not to allow a candidate for selection if it is found that
- a) Minimum eligibility requirements are not fulfilled.
 - b) Inadequate proof / false documentation has been done.
 - c) Non-submission of valid NOC
 - d) Any other similar valid reasons.
16. The candidates are also advised to visit the Institute website <https://nitgoa.ac.in> regularly for any further updates.
17. The Answer key will be displayed on the Institute website by the end of the day of the written test, i.e. **14.12.2025**.
18. Receipt of objections/ clarifications on question paper/answer key can be submitted by the candidates within 2 days from the date of displaying of answer keys on the Institute website. The candidates are advised to submit the representations on recruitment@nitgoa.ac.in
19. The candidate must ensure to attach the transaction details payment of Rs. 1000/- per question towards the fee for consideration of objection/representation/clarification.

Account details are as under:

Bank Name: Union Bank of India
Branch: Farmagudi Branch, North Goa
Name of Account: Director NIT Goa Miscellaneous Account
Account Number: 520101026774476
IFSC Code: UBIN0913286

**-SD-
REGISTRAR**

SYLLABUS FOR SUPERINTENDENT

Level I (Part A-General)

General English Language, Grammar and Usage	Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
General Awareness and Current Affairs	Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, current events, environment etc.
Quantitative Aptitude	Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
Mental Ability and Reasoning	Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

Level I (Part B- Domain Specific)

Government of India Rules & Regulations: Fundamental Rules (FRs) and Supplementary Rules (SRs) related to Service, CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965, RTI Act-2005, Accounts, Leave Rules, TA & LTC, Pay Fixation, Income Tax, NPS, Pension and other establishment related rules, GST, Store & Purchase Rules, General Financial Rules (Govt. of India), Office Automation. Academic Administration, National Institutes of Technology (NIT) Act, 2007; Statutes and Ordinances related to NIT Goa, NIT Council, National Education Policy (NEP 2020); Higher Education System in India; Regulatory Bodies in Higher Education. Accreditation, Ordinance of UG and PG studies etc.
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Level II (Qualifying Nature)

<u>Superintendent</u> <u>(Pay Level-06)</u>	• Test on Noting and Drafting (the given matter will have to transcribed on computer / paper), • MS Word, MS Excel, MS Power Point, etc. used in day-to-day office work; Internet, e-mail and various online tools used in day-to-day office work
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SYLLABUS FOR SENIOR ASSISTANT

Level I (Part A-General)

General English Language, Grammar and Usage	Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
General Awareness and Current Affairs	Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, current events, environment etc.
Quantitative Aptitude	Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
Mental Ability and Reasoning	Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

Level I (Part B- Domain Specific)

Government of India Rules & Regulations: Fundamental Rules (FRs) and Supplementary Rules (SRs) related to Service, CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965, RTI Act-2005, Accounts, Leave Rules, TA & LTC, Pay Fixation, Income Tax, NPS, Pension and other establishment related rules, GST, Store & Purchase Rules, General Financial Rules (Govt. of India), Office Automation. Academic Administration, National Institutes of Technology (NIT) Act, 2007
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Level II (Qualifying Nature)

<u>Senior Assistant</u> <u>(Pay Level-04)</u>	• Min. typing speed of 35 w.p.m (This is as per RR) • Proficiency in Computer Word processing and Spread Sheet
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SYLLABUS FOR OFFICE ATTENDANT

Level I

<i>General English Language, Grammar and Usage</i>	Includes questions on Antonyms, Synonyms, Spelling Check, Spotting Errors, One Word Substitutes, Selecting Words, Idioms and Phrases, Ordering of Words, Verbal Analogies.
<i>General Awareness and Current Affairs</i>	Includes questions relating to History, Art & Culture, Geography, General Science, Current Affairs etc.
<i>Quantitative Aptitude</i>	Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work, Time & Distance, Tables & Graphs, etc.
<i>Mental Ability and Reasoning</i>	Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, verbal and figure classification, arithmetical number series etc.

Level II (Qualifying Nature)

File Management and handling, Diary & Dispatch, Record keeping, Register Maintenance, Leave Rules, brief outline of online portal workings, Digital office

Note: It may be noted that the syllabus given above for the posts of Superintendent, Senior Assistant and Office Attendant are indicative in nature, questions from other topics related to the job and prescribed for the educational qualification of the post may appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

ANNEXURE-I

Schedule of conduct of Written and Skill Test

Written Test on 14 th December 2025		Skill Test on 10 th January 2026	
Superintendent	10:30 AM to 12:00 PM	Superintendent	Timings for the skill test will be notified in due course.
Senior Assistant	01:00 PM to 02:30 PM	Senior Assistant	
Office Attendant	03:30 PM to 05:00 PM	Office Attendant	

Result for the written test will be made available on the Institute website by 20.12.2025

Shortlisted candidates in Written Examination will be called for the Skill Test which will be tentatively scheduled on **January 10, 2026 from 09.00 AM onwards**. All the candidates are requested to visit the institute website regularly.
