

**NIPER HYDERABAD**  
**Employment Notification No. NIPER-HYD/02/2020-21**

**Pattern of Examination**

The written examination will be for 100 marks as below:-

- Work related topics – 80 marks
- Other than work related topics (as mentioned in the syllabus) – 20 marks

The questions may be objective or descriptive, or both.

Securing a minimum of 50% in Work related topics is mandatory for consideration of candidate. Relaxation for SC, ST, OBC and PwBD will be as per instructions of Govt. of India.

In respect of the following posts, in terms of instructions of Govt. of India, selection is by written test. Syllabus has already been notified on the institute website. All the candidates screened in will be called for written test. The written test will be conducted in Hyderabad. Date and venue will be notified in due course.

<b>Post Name</b>	<b>Pay Level</b>
Technical Assistant (Computer Section)	7
Accountant	7
Junior Hindi Translator	6
Receptionist cum Telephone Operator	7
Storekeeper	7
Assistant Grade-I	6
Assistant Grade-II	5
Junior Technical Assistant	4

Following portion of the syllabus is treated as **Work Related Topics**

<b>Post Name</b>	<b>Work Related Topics</b>
Technical Assistant (Computer Section)	<ul style="list-style-type: none"><li>• Operating system (Windows, Linux, Android)</li><li>• Microsoft Office (Word, Excel, PowerPoint and others)</li><li>• Data Management, Backup &amp; Recovery Reporting</li><li>• Programming &amp; Algorithms</li><li>• Website creation, Modification, Security &amp; Versioning</li><li>• Computer Hardware</li><li>• Database and Networking (Network Devices, Network Management, Network Firewalls etc.)</li></ul>

Post Name	Work Related Topics
Accountant	<ul style="list-style-type: none"> <li>FRSR, GFR and other service-related rules &amp; regulations on Accounting and Finance</li> </ul>
Junior Hindi Translator	<ul style="list-style-type: none"> <li>Translation from Hindi to English and English to Hindi</li> </ul>
Receptionist cum Telephone Operator	<ul style="list-style-type: none"> <li>General English and Hindi</li> <li>General Knowledge</li> <li>Logical/Mathematical Aptitude and Reasoning</li> <li>Basics in Computer Science</li> <li>Front Office Management</li> <li>Secretarial Practice</li> </ul>
Storekeeper	<ul style="list-style-type: none"> <li>Material Management</li> <li>GFR including e-procurement and process obtained in Central Public Procurement Portal</li> </ul>
Assistant Grade-I	<ul style="list-style-type: none"> <li>CCS (CCA) Rules</li> <li>Conduct Rules/CCS Pension Rules</li> <li>Basics in Computer Sciences</li> </ul>
Assistant Grade-II	<ul style="list-style-type: none"> <li>Fundamental Rules Supplementary Rules (FRSR)/General Financial Rules (GFR)</li> <li>Central Civil Services (Classification, Control and Appeal) Rules</li> <li>Conduct Rules/CCS Pension Rules</li> </ul>
Junior Technical Assistant	<ul style="list-style-type: none"> <li>Logical Mathematical Aptitude and Reasoning</li> <li>Computer Basics</li> </ul>

**For FR-SR, CCS (CCA) Rules, and CCS (Conduct Rules):-** Questions will be selected from Swamy's Handbook 2021 and answers will also be as given in this Handbook.

**Criteria for relative ranking of candidates who score same total marks will be as follows: -**

- 1) Candidates scoring higher total marks in **Work Related Topics** will be ranked senior.
- 2) In case, marks are same in '**work related topics**', the candidate with earlier Date of Birth (DoB) will be ranked senior to those having later Date of Birth.

The relative ranking of candidates based on marks scored in **Works Related Topics** will be:

**For example:**

Name of Candidate	Date of Birth	Marks scored			Total marks scored
		Work related topics	General English (Communication Skills)	Arithmetic	
A	1.1.1980	64	9	9	82
B	1.4.1980	66	7	9	82
C	1.9.1979	64	10	8	82

Rank 1 – B

Rank 2 – C and A, based on Date of Birth.

Marks in **work related topics** being the same for both A and C, C is ranked above A as C has Date of Birth earlier to A.

If the number of posts is 2, offers will be made to: Rank 1 – B, and Rank 2 – C.

**NOTE: - Pay Level-8 and above, the selection will be done by interview.**

**Sd/-  
Registrar (I/c)**