



Exam Pattern, Date, Venue & Important Instructions to Candidates

Post: Senior Secretariat Assistant (Sergeant)

Venue: NITTTR Chennai

Date of Exam: 25th January 2025 (Saturday)

Particulars	Exam				
Exam mode	Offline Written Test (OMR Based Test)				
Exam type	Objective type – Multiple Choice Questions				
Exam duration	10:00 am – 11:30 am (90 Minutes)				
Language of paper	English				
Exam Pattern	Revised exam pattern is enclosed for reference				
Total marks	100				
Selection Criteria	Top ranker with two waitlisted candidates will be identified as given below: <table border="1" data-bbox="802 1200 1362 1370"><tbody><tr><td rowspan="3">EWS– 1 Post</td><td>Rank 1 (Selected)</td></tr><tr><td>Rank 2 (Waitlisted)</td></tr><tr><td>Rank 3 (Waitlisted)</td></tr></tbody></table>	EWS– 1 Post	Rank 1 (Selected)	Rank 2 (Waitlisted)	Rank 3 (Waitlisted)
EWS– 1 Post	Rank 1 (Selected)				
	Rank 2 (Waitlisted)				
	Rank 3 (Waitlisted)				



Note: (Important Instructions to the Candidates)

- Phase I exam and Part – B Physical test are cancelled due to administrative reasons.
- The examination shall consist of Phase II exam with Part – A (100 Mcq) only for the shortlisted candidates.
- All the shortlisted candidates will be allowed to appear for the written exam.
- Hall tickets can be downloaded from the Institute website.
- Final Selection list will be identified from the top rankers in written exam with two waitlisted candidates as per the number of post(s) in respective category.
- NITTTR Chennai reserves the right to cancel the exam at any time without prior notice or without assigning any reason for administrative purpose.
- In case where more than one candidates have secured equal aggregate marks, tie will be resolved by applying the following methods as similar to Staff Selection Commission, one after another, till the tie is resolved:
 - ❖ Date of Birth i.e. the candidate older in age gets first preference.
 - ❖ Alphabetical order of the first name shall be given second preference.
- The candidates are advised to keep visiting our NITTTR website <https://www.nitttr.ac.in/> for the latest updates.

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DIRECTOR



Part A - SYLLABUS FOR WRITTEN TEST – PHASE II

Duration: 90 minutes

Maximum Marks: 100 Marks

1) Physical Security:

Maintenance of Inward/Outward register, installation and Maintenance of metal detector, door frame, Physical frisking of the Men and Women, checking of baggages.

2) Personnel security:

Maintenance of Registers for outsourced staff such as Housekeeping, Security, Manpower. Issue of the visitors pass by capturing photos of the visitor.

3) Security of material:

Verification of the Inward/ Outward goods, issue of the gate passes for returnable and non – returnable materials.

4) Document security:

Classification of documents such as important, Very important, Confidential, Secret, etc.

5) Fire services/procedures:

Maintenance of Fire extinguishers for controlling fire, Gas, Electricity, etc., Conducting First aid courses for Faculty, Staff members and Contract workmen.

6) Intelligence/Vigilance:

Gathering of information from internal / external persons

7) Contingency Plans:

Disaster Management Plans, Evacuation drills.

8) Modernization/ Computer Security:

Usage of the modern gadgets such as CCTV, Control through monitors, metal detectors, door frames, barricades, mechanized doors, checking of car / van under chassis through underground x - ray system, bomb detectors, etc.,

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DIRECTOR