

IMPORTANT INSTRUCTIONS FOR PRELIMINARY TEST FOR CANDIDATES

1. Candidates are advised to download this instruction document, read them carefully and follow the instructions strictly.
2. Examination will be held in the online (internet based) mode through Google Classroom Platform.
3. Candidates can appear in the online test from their respective location(s) on their laptops, personal computers etc.
4. Candidates have to ensure uninterrupted power supply and stable internet connectivity, during the period of the test. **NIT Meghalaya will not be responsible for power failure, internet failure or slow internet connectivity during the Examination days at the candidates' end.**
5. Candidates are required to report for the test and login the Google Classroom atleast **15 minutes** before the commencement of the Test/Exam as per the following schedule.

Post	Date	Scheduled Time
Technical Assistant (TA)	14 September 2021	11 AM to 12:40 PM
Lab Attendant (LA)	14 September 2021	3 PM to 4:40 PM
Technician (TE)	15 September 2021	11 AM to 12:40 PM

The question paper will be uploaded in the Google Classroom 5 minutes before the scheduled time.

The candidate must SUBMIT his/her final response by the end of the scheduled time, failing which his/her response will not be recorded at NIT Meghalaya and will be considered as NOT SUBMITTED in the Test. The Invigilator(s) from NIT Meghalaya will post the time reminders in the Google Classroom.

6. The candidate must log in the Google Classroom using the Gmail ID provided by him/her in the Google Form as per the instructions given vide notification Ref. No. NITMGH/ES/REC/N-F/Vol.IV /2021-22/510 dated 19.08.2021.
7. The Preliminary Test/Exam will consist of 90 (ninety) Multiple-Choice Questions to be answered in 100 (one hundred) minutes. Correct answers will be awarded 3 (three) marks. There will be 1 (one) negative mark for every wrong answer. Unanswered questions will not carry any marks, i.e. Zero mark.
8. Candidates **must** click on the final **SUBMIT** button for the successful submission of their response.
9. If at any stage, it is found that the candidate has submitted multiple responses, his/her candidature will be cancelled.
10. Candidate should not adopt any unfair means or indulge in any unfair practice.
11. Candidates are advised to go through the Instructions on **“How to appear in the online Test / exam through Google Classroom”** carefully and be guided accordingly.

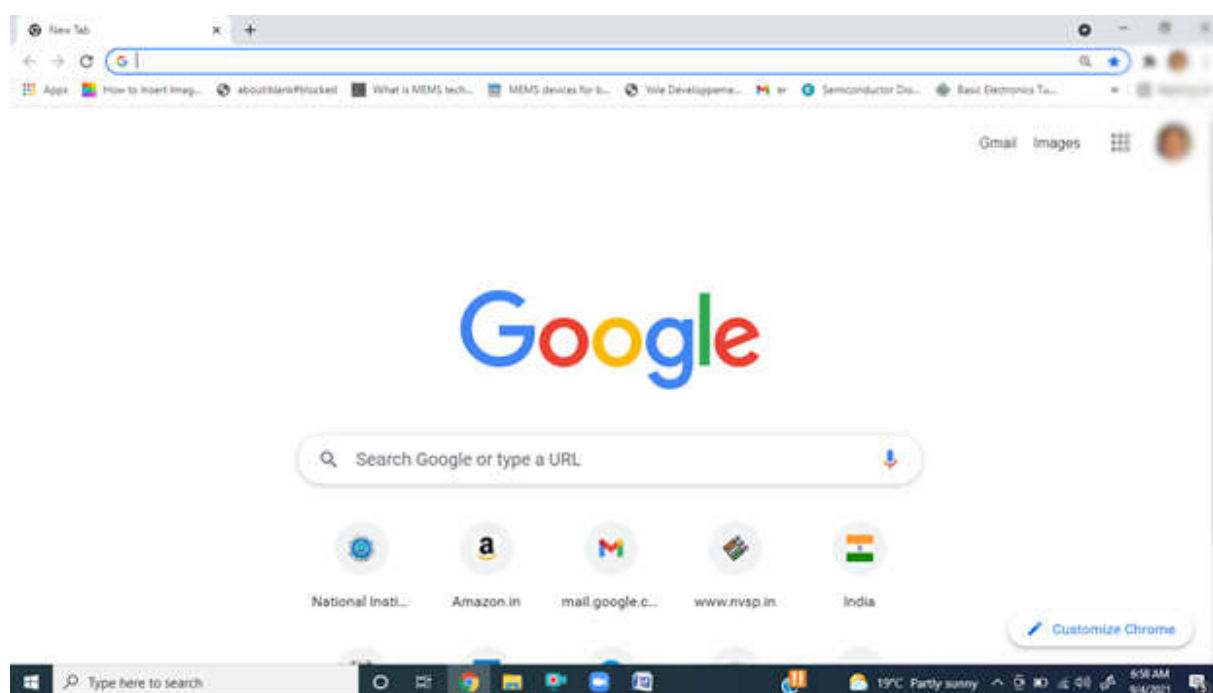
How to appear in the online Test / Exam through Google Classroom

This document is a user guide/manual for only demonstration purpose which will provide the candidates with the basic information and necessary steps to join the Google Classroom and appear for Preliminary Test/Exam for the recruitment of Non-Faculty Positions at NIT Meghalaya. The headings of this user guide/manual may change during actual examination.

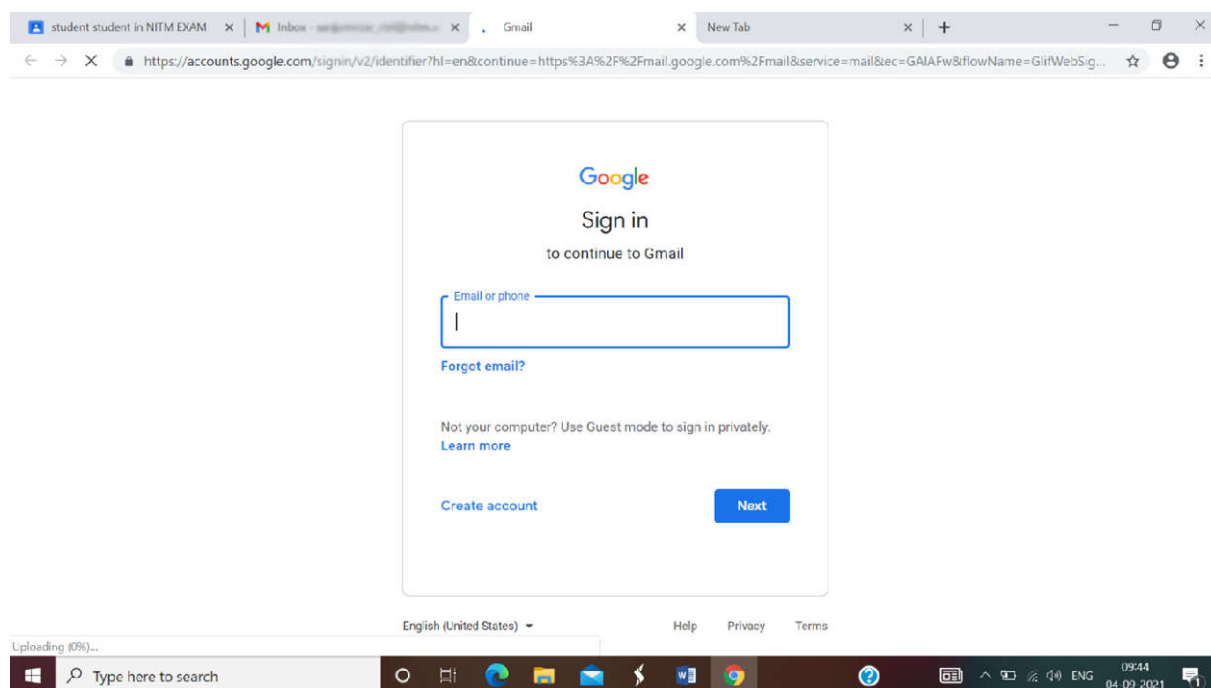
Kindly go through the following steps which will be helpful for appearing in the Preliminary Test/Exam as per the schedule mentioned at page 1 of this document.

Important Note: The candidates must not refresh the web page during the examination. This will cause the permanent loss of candidates' responses which they have made during the exam. Candidates are advised to only use **Next or Back** Tabs given on the bottom of each page of the Google Form for the Preliminary Test / Exam to navigate to different pages/sections.

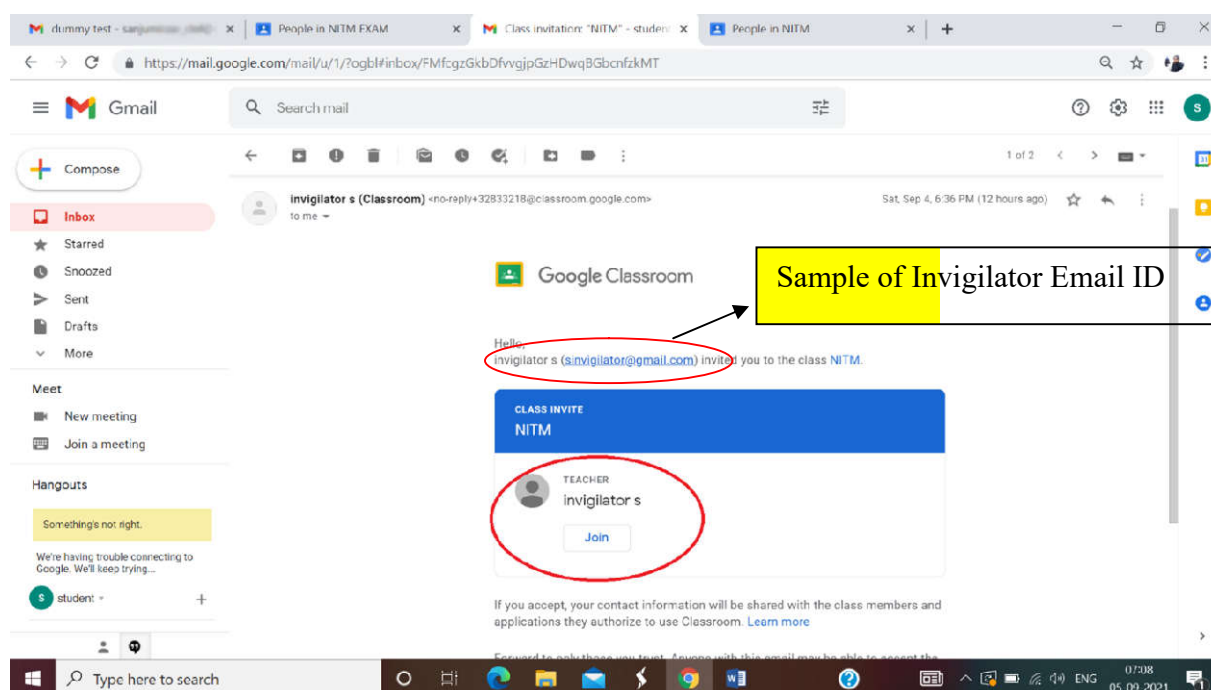
Step 1 : Open Your **Internet Browser (Preferably Google Chrome)**.



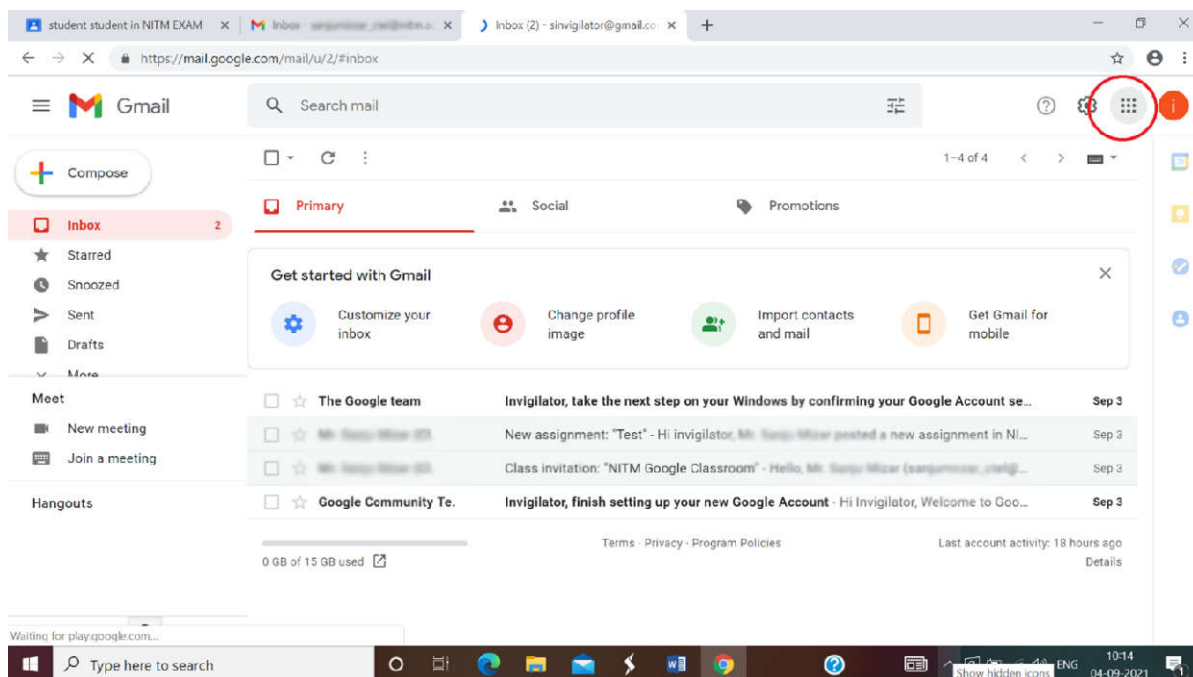
Step 2 : **First of all Sign Out all your Gmail account** and Log in the **Gmail Account** using your **Gmail ID** provided to NIT Meghalaya.



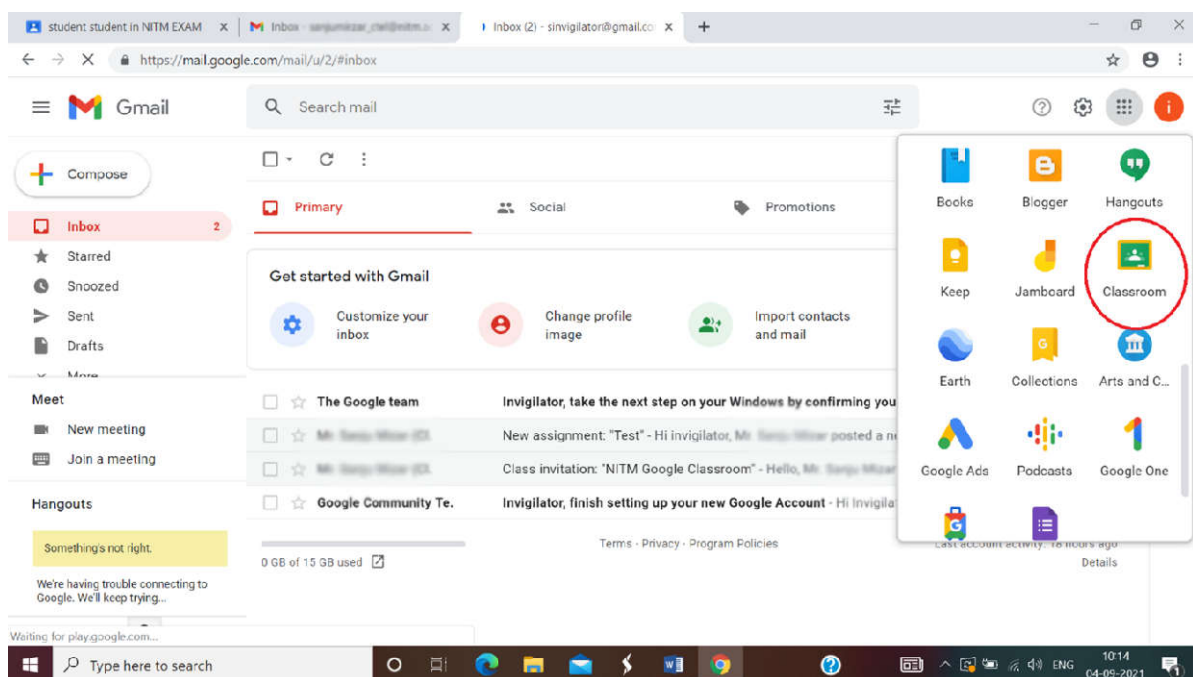
Step 3 : Candidate must accept the invitation email from Invigilator of NIT Meghalaya to join Google Classroom which will be sent to him/her tentatively on 10 September 2021. **Candidate must accept the invitation for joining Google Classroom by 5 PM on 12 September 2021. If unable to join the Google Classroom, please contact the sender of the invitation email on or before 5 PM on 13 September 2021.**



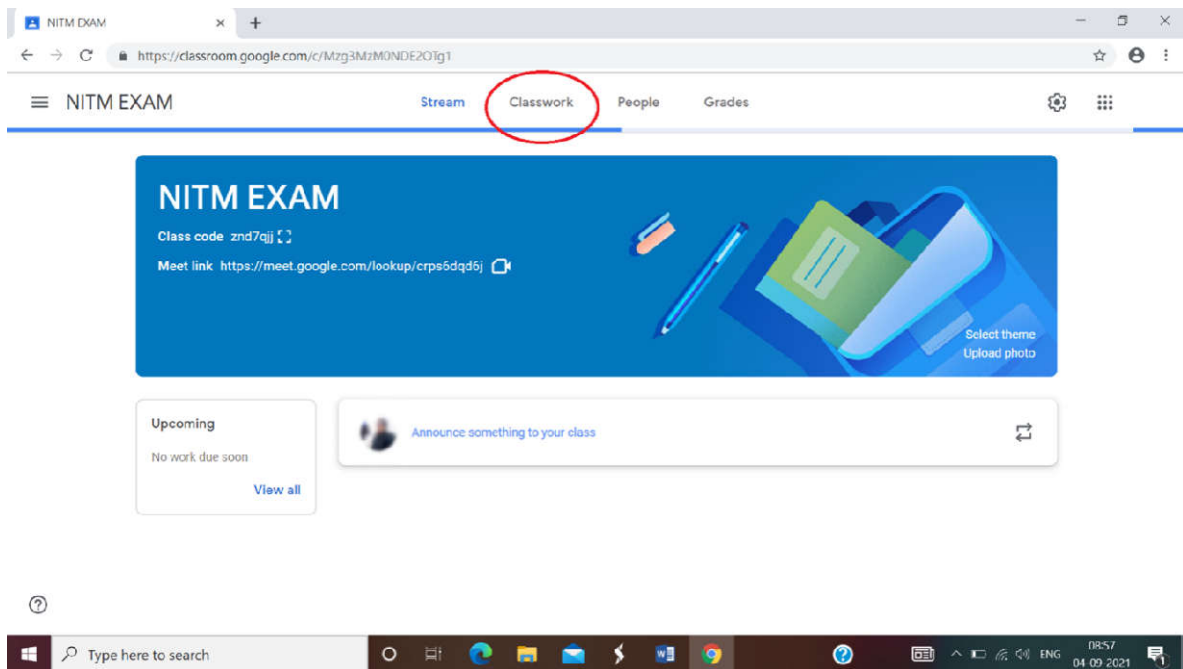
Step 4 : After log in into the Gmail account, Click on the **Google Apps** icon on the top right side of the window as shown by the red colored circle in the image below.



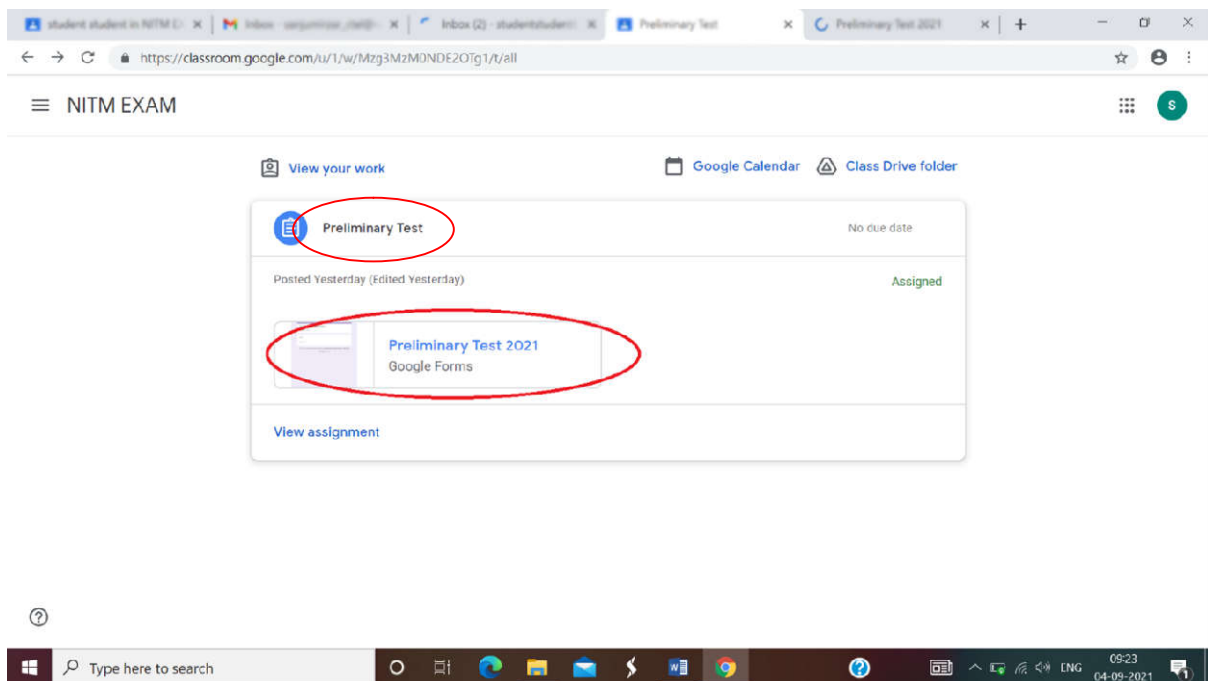
Step 5 : Click on the **Classroom** icon from various options available on the Google Apps window as shown by the red colored circle in the image below or go to <https://classroom.google.com> page. You will be then navigated to the Google Classroom page.



Step 6 : On the Google Classroom page, Click on the **Classwork** option as shown by the red colored circle in the image below.



Step 7 : Click on Preliminary Test tab and then Click on the Examination Link as shown as an example on **Preliminary Test 2021** by the red colored circle in the image below. This will navigate you to Google Form page for the Test / Exam in the new tab of your browser.



Step 8 : The first page consists of **Important Instructions for the Candidates for Preliminary Test / Exam**. Please provide the valid Gmail ID provided to NIT Meghalaya. Click on the **Next** tab at the bottom of the page as shown by the red colored circle in the image below. This will navigate you to the next page of the Preliminary Test /Exam.

Preliminary Test/Exam -2021

* Required

Email *

Your email

IMPORTANT INSTRUCTIONS FOR PRELIMINARY EXAM FOR CANDIDATES

1. Candidates are advised to download this instruction document, read them carefully and follow the instructions strictly.
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3. Candidates can appear in the online examination from their respective location(s) on their laptops, personal computers or any electronic device etc.
4. Candidates have to ensure uninterrupted power supply and stable internet connectivity, during the period of the examination. NIT Meghalaya will not be responsible for power failure, internet failure or slow internet connectivity during the Examination/ examination days at the candidates' end.
5. Candidates are required to report for the exam and login the Google Classroom atleast 15 minutes before the commencement of the exam as per the following schedule.
6. The candidate must log in the Google Classroom using the Gmail ID provided by him/her in the Google Form as per the instructions given vide notification Ref. No. NITMGH/ES/REC/N/F/Vol.IV /2021-22/510 dated 19.08.2021.
7. The Preliminary Examination will consist of 90 (ninety) Multiple-Choice Questions to be answered in 100 (one hundred) minutes. Correct answers will be awarded 3 (three) marks. There will be 1 (one) negative mark for every wrong answer. Unanswered questions will not carry any marks, i.e. Zero mark.
8. Candidates must click on the final submit button for the successful submission of their response.
9. If at any stage, it is found that the candidate has submitted multiple responses, his/her candidature will be cancelled.
10. Candidate should not adopt any unfair means or indulge in any unfair practice.

Important Note: The candidates must not refresh the web page during the examination. This will cause the permanent loss of candidates' responses which they have made during the exam. Candidates are advised to only use Next or Back Tabs given on the bottom of each page of the Google Form for the Preliminary Exam to navigate to different pages/sections.

Next

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Step 9 : On the second page, Candidate has to provide his/her personal details such as **Name, Roll number, Application ID** and **Category**. Click on the **Next** tab at the bottom of this page to the next page of the Preliminary Test / Exam.

Preliminary Test/Exam -2021

* Required

Personal Details

Name of Candidate *

Your answer

Roll Number *

Your answer

Application ID *

Your answer

Category *

Choose

Back Next

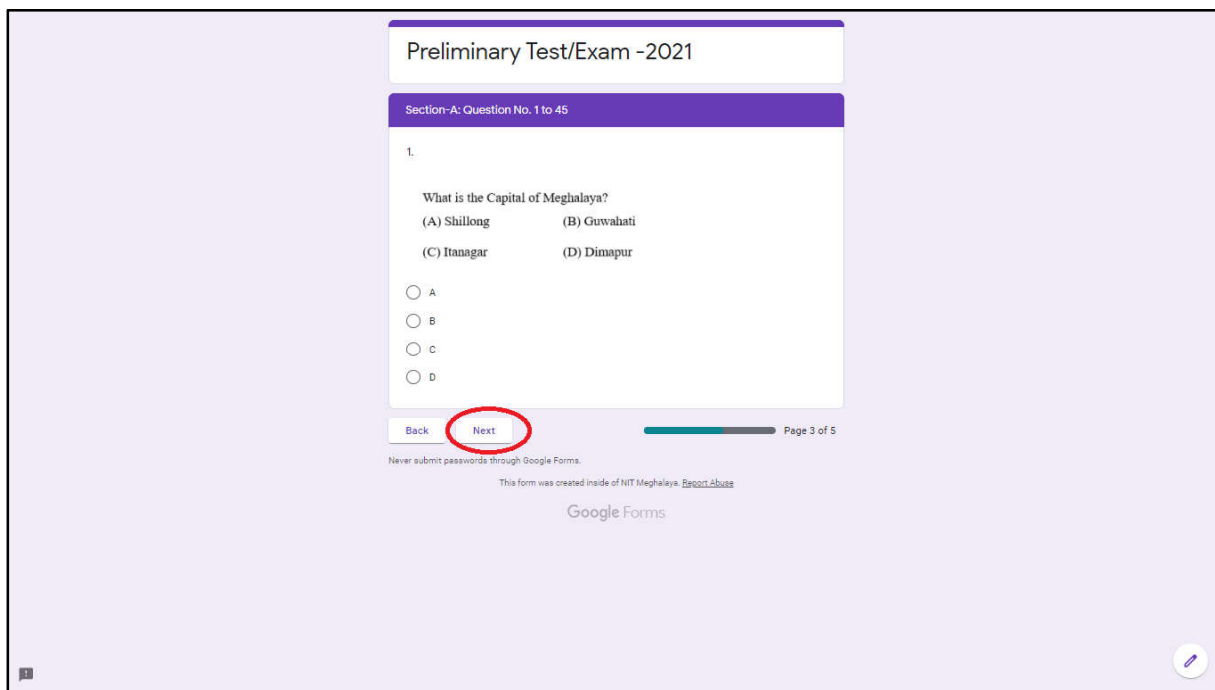
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Step 10 : On the third page (Section A), Candidate has to answer 45 MCQ questions (i.e., from Question 1 to Question 45) based on **branch/department syllabus** for the Preliminary Test / Exam. Candidate may answer by clicking on one of the four options A, B, C and D, as shown in the image below. Scroll up and down to see the entire questions in this page/section. Click on the **Next** tab at the bottom of this page to the next page/section of the Preliminary Test / Exam.



Preliminary Test/Exam -2021

Section-A: Question No. 1 to 45

1.

What is the Capital of Meghalaya?

(A) Shillong (B) Guwahati

(C) Itanagar (D) Dimapur

A

B

C

D

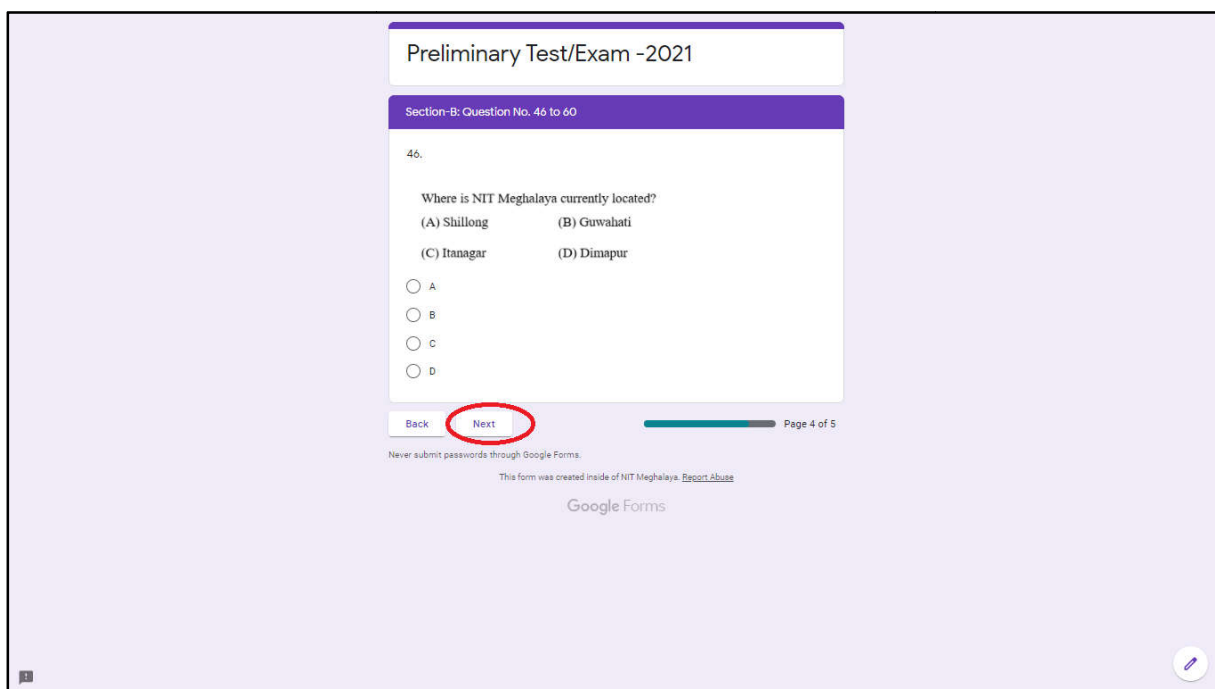
Back **Next** Page 3 of 5

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Step 11 : On the fourth page (Section B), Candidate has to answer 15 MCQ questions (from Question 46 to Question 60) based on General Science & Arithmetic syllabus for the Preliminary Test / Exam. Candidate may answer by clicking on one of the four options A, B, C and D. Click on the **Next** tab at the bottom of this page to the next page of the Preliminary Test/Exam.



Preliminary Test/Exam -2021

Section-B: Question No. 46 to 60

46.

Where is NIT Meghalaya currently located?

(A) Shillong (B) Guwahati

(C) Itanagar (D) Dimapur

A

B

C

D

Back **Next** Page 4 of 5

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Step 12 : On the fifth page (Section C), Candidate has to answer 30 MCQ questions (from Question 61 to Question 90) based on General English, Logical Reasoning, Computer Application, General Knowledge & Current Affairs for the Preliminary Test/Exam. Candidate may answer by clicking on one of the four options A, B, C and D.

The screenshot shows a Google Form interface. At the top, the title is "Preliminary Test/Exam -2021". Below that, a purple header indicates "Section-C: Question No. 61 to 90". The question number "61." is displayed. The question text is "Where is NEHU Permanent Campus?". There are four options: (A) Shillong, (B) Guwahati, (C) Itanagar, and (D) Dimapur. Below the options are four radio buttons labeled A, B, C, and D. At the bottom of the form, there are "Back" and "Submit" buttons. A green progress bar is visible, and the text "Page 5 of 5" is shown. Below the form, there is a footer with the text "Never submit passwords through Google Forms." and "This form was created inside of NIT Meghalaya. Report Abuse". The Google Forms logo is at the bottom center, and a pencil icon is in the bottom right corner.

Step 13: Candidate **MUST** click on the **SUBMIT** tab at the bottom of this page for final submission of his/her response. The candidate will not be able to edit anything after submitting his/her final response by clicking on the **Submit** tab. This step is **mandatory** for successful submission of the candidates' response to the Preliminary Test/Exam.

This screenshot is identical to the one above, showing the same Google Form interface. The only difference is that the "Submit" button at the bottom of the form is circled in red, highlighting it as the required action for final submission.

Step 14 : After clicking the Submit tab, the message **“Your response has been submitted successfully”** will be displayed on the Candidates’ screen.

