

**Syllabus & Scheme for the Post of Junior Assistant scheduled to be held
on 25th July, 2023**

(Advertisement No. IITMandi/Recruit./NTS/2023/01 dated 10.03.2023)

Stage-I- Written Exam
(Section-I) (40 marks)
Language competency - English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms, attitude & psychometric test, etc.
Computer Proficiency- knowledge of Office (word processor, work sheets and presentations), internet and email communication, computer system etc.
Quantitative Aptitude: Number system – BODMAS, Decimals & Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra Geometry and Trigonometry, Age Problems, Clock Questions etc.
General Awareness and Current Affairs- General knowledge about India/world such as politics, economics, education, geography, history, sports etc. and current affairs
Logical Reasoning- logical reasoning and verbal ability.
(Section-II) (60 marks)
Office procedures and service matters - Basic knowledge of service rules and service matters, RTI Act, GFRs, NPS, purchase rules and financial matters, TA & LTC rules, Leave rules, Audit rules, Legal rules, Knowledge of IIT system and its Act, Statutes, Ordinance & Regulations, Policies and academic admission procedures and programmes of IITs, etc.
Stage-II - Skill/ trade test
Letter writing, Official note sheet on a given topic, Drafting an Office Orders/ Notification etc., Essay/ note on a generic topic, precise writing, case study, report writing, Computer proficiency/knowledge etc.

Examination Pattern
<ol style="list-style-type: none">1. Question paper will be in two parts i.e., Stage –I: MCQ type 100 questions (2 hours) and Stage-II : Skill/Trade Test (1 hour).2. Medium of instructions/answers will be English only.3. Involvement in any malpractices will lead to disqualification4. Any additional instructions given during the selection process must be adhered/complied.
<u>Details/information related to stage-I</u>
<ol style="list-style-type: none">1. There will be negative marking.2. One (1) mark will be given for each correct answer and 0.25 marks for each incorrect answer will be deducted.3. The unanswered questions will not be considered for evaluation.4. OMR Sheet will be used for marking your answers

5. Use black or blue ballpoint pens and avoid gel pens and fountain pens for filling the OMR sheets.
6. Darken the circle completely. Please darken only one correct answer. Do not use 'tick mark' or other kind of marks.
7. Darkening of more than one option for a question in the OMR Sheet will be treated as wrong answer.
8. Use of calculator, cell phones, logbook, periodic table, any electronic device etc. are not allowed.

Final Selection:

- Examinations for Stage-I (Written Exam) and Stage-II (Skill/Trade Test) will be conducted for all the candidates. However, evaluation of Stage-II will be done only for those candidates who secure minimum qualifying marks fixed by the selection committee.
- Final selection will be made on the scores obtained in the Stage-I (Written Exam), as the Stage-II (Skill/Trade Test) is of qualifying nature. But if a candidate fails to qualify in Stage-II (Skill/Trade Test), her/his candidature will not be considered.
- Please note that for consideration in the merit list, a candidate has to secure minimum marks fixed by the committee in both exams at Stage-I and Stage-II – failing which institute will not make an offer of appointment even if vacancies go unfilled.