12.12.2023

Syllabus for the Post of Junior Assistant
(Advertisement No. IITMandi/Recruit./NTS/2023/08 dated 17.10.2023)

Written Examination Syllabus:

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.

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.

Skill/trade test syllabus:

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.

Note: - Apart from the topics/subjects detailed above, question from other topics may also be in the question paper.