



## **Syllabus for the Post of Junior Assistant**

(Advertisement No. IITMandi/Recruit./NTS/2024/06 dated 30.11.2024)

### ***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/IIT Mandi, 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.