



Syllabus & Scheme for the Post of Junior Assistant

(Advertisement No. IITMandi/Recruit./NTS/2026/01 dated 20.03.2026)

There will be two-stage examination.

Stage I: MCQ based Written Examination

Stage II: Computer Based Skill/Trade Test

Syllabus for Stage I: MCQ based Written Examination (100 marks)
Section – A (70 Marks)
Office procedures and service matters - Basic knowledge of service rules and service matters, RTI Act, GFRs, NPS, purchase and procurement rules, financial and accounting matters, TA & LTC rules, Leave rules, Audit rules & procedures, Legal & regulatory framework, Constitution of India, Raj Bhasha (Hindi) policy and official language rules, Public Administration, Knowledge of IIT system and its Act, Statutes, Ordinance & Regulations, Policies, governance and academic admission procedures and programmes of IITs/IIT Mandi, etc.
Section – B (10 Marks)
Logical Reasoning- Logical & verbal reasoning, analytical reasoning, coding-decoding, series and pattern recognition, blood relations, direction sense, syllogism, statement and conclusion, seating arrangement and puzzles.
Section – C (20 Marks)
Language competency - English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms, vocabulary usage, 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 & Calendar Questions etc.
General Awareness and Current Affairs- General knowledge about India/world, Indian Polity, politics, economics, education, geography, history, science & technology, sports etc. and current affairs etc.

Stage II: Computer Based Skill/Trade Test

Noting/Drafting/Letter/E-mail Communications, presentations, calculations etc. using Office Suite, etc.

For any information, kindly refer to the consolidated instructions uploaded on the Institute website. The link of the same is given below

https://iitmandi.ac.in/recruitment/Consolidated%20Instruction%20for%20the%20Selection%20Process%20of%20Junior%20Assistant_%20Final.pdf