

## Syllabus for the Post of Junior Assistant

Advertisement No. IITMandi/Recruit./NTS/2022/03 dated 30.09.2022

<b>Stage-I- Written Exam</b>
<b>(Section-I) (50 marks)</b>
<b>Language competency</b> - English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms, attitude & psychometric test, etc.
<b>Computer Proficiency-</b> knowledge of Office (word processor, work sheets and presentations), internet and email communication, computer system etc.
<b>Quantitative Aptitude:</b> 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.
<b>General Awareness and Current Affairs-</b> General knowledge about India/world such as politics, economics, education, geography, history, sports etc. and current affairs
<b>Logical Reasoning-</b> logical reasoning and verbal ability.
<b>(Section-II) (50 marks)</b>
<b>Office procedures and service matters-</b> 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.,
<b>Stage-II - Skill/ trade test</b>
Letter writing, Official note sheet on a given topic, Drafting an Office Orders/ Notification etc., Essay/ note on a generic topic, precis writing, Computer proficiency/knowledge etc.