



Syllabus for the post of Junior Assistant (Administration)

Proficiency Test: Stage-I

GENERAL ENGLISH

Comprehension with blanks to be filled in with Phrases, Pronouns, Homonyms / Homophones, Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences, One word substitutes, Models, Articles, Clauses, Synonymous and Antonyms, Idioms and Phrases, Precise writing, Noting/ Drafting, Letter/ Email Communication on a given context.

OFFICE PROCEDURES

Knowledge of IITs and their Act and Statutes, Basic knowledge about academic admission procedures and academic programmes of institutes like IITs, Basic knowledge of Govt. Rules relating to Establishment matters, service rules and leave rules, Govt. Establishment / Personnel / Admn. Matters service rules, deputation, disciplinary, leave rules, pay fixation rules, LTC, pension rules, CCS (CCA) rules, New Pension Scheme, RTI, GFR, etc, File Maintenance and Record Keeping.

NUMERICAL APPTITUDE ARITHMETIC

Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root and Cube root, Interest, Ratio, Time and Distance, Problem on Ages, Clock and Other Basic Arithmetic Related Matters.

REASONING AND DATA INTERPRETATION

Number Series Compilation, Missing Number Finding, Continuous, Pattern Series, Direction Sense Test, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Syllogisms, Letter And Symbol Series, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Analogies, Pie Chart and Bar Chart.

Proficiency Test: Stage-II

Computer Test

On paper

- Elementary MS word
- Elementary MS Excel
- Power Point Presentation
- e-mail

On system

- MS word – Word document writing (to test the formatting/ editing of various components of MS word to be applied in paragraph to be given like Header, Footer, Bold, Italics, Line spacing etc.)
- MS Excel – Formula, Functions, Arithmetic elementary on Excel.
- TYPING TEST (Maximum Time: 10 minutes)
English-40 w.p.m. / Hindi-35 w.p.m.
Maximum 10% Errors allowed. Candidates with more than 10% errors fail in the typing test.