

**Syllabus for Written Test and Selection Criteria for recruitment to the post of Junior Assistant, Pay Level - 03**

<b>General</b>	<b>Post Related</b>
<p><b>1. Maths &amp; Numerical Ability:</b> Averages, Profit and Loss, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, Numerical Computation etc. (Upto 10th Standard)</p> <p><b>2. Logical Reasoning-</b> Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, Letter and Symbol Series, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.</p> <p><b>3. Language &amp; Comprehension:</b> Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error, Change of voice, Narration, Idioms and Phrases, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension &amp; Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.</p> <p><b>4. General knowledge and Current Affairs--</b> Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard.</p> <p><b>5. Computer Fundamentals,</b> MS Word, MS Excel, Power Point, Internet, Email System, etc.</p>	<p>Office Management and Procedures, Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA &amp; LTC, Pay Fixation, NPS, GST, Store &amp; Purchase Rules, Office Automation, NIT Act &amp; Statues, NITs Recruitment Rules, GeM, CPPP, GFR 2017 and the amendments, etc.</p>

Scheme of Examination	Selection Criteria	Instructions (General Paper / Post Related)	Proficiency Test
<p><b><u>General Paper:</u></b>  Questions - 50  Marks - 50  Duration: 01 Hour</p> <p><b><u>Post Related Paper:</u></b>  Questions - 50  Marks - 50  Duration: 1:30 Hour</p>	<p>1. Written Test (Part-A):  Qualifying in Nature for  evaluation of part B.  Qualifying marks to be  decided on the basis of  performance of the candidates.</p> <p>2. Written Test (Part-B): Merit  list will be drawn on the basis  of score of the candidate</p> <p>3. Proficiency Test: The  Candidates shortlisted based  on the Written Test (Part B)  will be called for Proficiency  Test, to be conducted after the  Document Verification  process.</p>	<p>1. This Part will comprise of  objective-type questions with one  correct answer.</p> <p>2. One (1) mark will be awarded  for each correct answer &amp; minus  one forth (- 1/4) mark for each  incorrect answer.</p> <p>3. The unanswered questions will  not attract negative marks.</p>	<p>The syllabus of the  Proficiency Test will be  shared with the shortlisted  candidates.</p>