

Syllabus for Written Test and Selection Criteria for recruitment to the post of Senior Assistant, Pay Level - 04

General	Post Related
<p>General Paper:</p> <p>1. Maths & Numerical Ability: 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>2. Logical Reasoning- 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>3. Language & Comprehension: 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 & Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.</p> <p>4. General knowledge and Current Affairs-- 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>5. Computer Fundamentals, 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 & LTC, Pay Fixation, NPS, GST, Store & Purchase Rules, GFR 2017 and the amendments, Office Automation, NIT Act & Statues, NITs Recruitment Rules, GeM, CPPP etc</p>

Scheme of Examination	Selection Criteria	Instructions (General Paper / Post Related)	Proficiency Test
<p><u>General Paper:</u> Questions - 50 Marks - 50 Duration: 01 Hour</p> <p><u>Post Related Paper:</u> Questions - 50 Marks - 50 Duration: 1:30 Hour</p>	<ol style="list-style-type: none"> 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. 2. Written Test (Part-B): Merit list will be drawn on the basis of score of the candidate 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. 	<ol style="list-style-type: none"> 1. This Part will comprise of objective-type questions with one correct answer. 2. One (1) mark will be awarded for each correct answer & minus one fourth (- 1/4) mark for each incorrect answer. 3. The unanswered questions will not attract negative marks. 	<p>The syllabus of the Proficiency Test will be shared with the shortlisted candidates.</p>