भारतीय प्रौद्योगिकी संस्थान इन्दौर
खण्डवा रोड़, सिमरोल, इन्दौर – 453 552, भारत
Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, India   ⊕ www.iiti.ac.in

IIT Indore

Advertisement No. IITI/Estt./NT posts-03/November,2022 dated 22-11-2022

Scheme of examination for the post of Junior Assistant

Subject		Maximum Marks	Time
PAPER-I **(All questions will be objective type with no negative marking)**			
Part-A	**English Language-** Comprehension, Grammar, Sentence correction, One words, Antonyms, Synonyms, Idioms and Phrases, Clauses, Articles, Prepositions etc.	30	
	Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation etc.	15	
	Reasoning Ability: Number series, Letter series, Coding decoding, Direction sense , Blood relations, Mathematical reasoning, Statements and Conclusions, Logical Reasoning etc.	15	**120 minutes**
	General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution	10	
	Part-A Total	70	
Part-B	**Domain knowledge**	30	
Total marks of written examination		100	**120 minutes**

Notes:-
1- The written examination is qualifying only and no marks shall be taken into account for final selection or ranking of individual candidate.
2- Only those candidates, who score minimum cut off marks in the examination, as may be fixed by the IIT Indore at its discretion, will be called for interview.

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Syllabus for Domain Knowledge (Junior Assistant)

1-	Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS
2-	CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965
3-	GFR 2017, Procurement of Goods & Services, General System of Financial Management, Income Tax
4-	Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Rajbhasha
5-	CCS (Pension) Rules, NPS
6-	Constitution of India; RTI Act, 2005
7-	Knowledge of IITs and their Act and Statutes
8-	Basic knowledge about academic admission procedures and academic programmes of institutes like IITs
9-	National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education
10-	Computer Proficiency: Knowledge of MS Windows and MS Office, Internet, and email system.