



Syllabus of Written Examination for the position of Junior Assistant

(This syllabus is intended to serve as a general guideline for preparation. It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject		Maximum Marks	Time
Part A	English Language- Written Communication, drafting skills (including email, letters), Comprehension, Grammar, Sentence correction, one words, Antonyms, Synonyms, Articles, etc.	50	120 Minutes
	General Awareness and Current Affairs: Current Affairs, Government Schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution		
	Mathematics & Numerical Ability: Arithmetic - up to 10 th Standard. Numerical Computation, Numerical Reasoning. Data Reasoning and Data Interpretation, etc.		
	Reasoning Ability: Number series, Letter series, Coding decoding, Direction sense, Blood relations, Mathematical reasoning, Statements and Conclusions, Logical Reasoning, etc.		
	Basic Computer knowledge/ Office Applications: Computer generations, Input/ Output devices, Storage, Memory, MS Word, MS Excel, MS PowerPoint, Internet, Email, ERP, etc.		
Part B	Domain knowledge	50	
Total marks of the Written Examination		100	120 Minutes

Syllabus for Domain Knowledge for the position of Junior Assistant

Sl. No.	Topic
1.	Establishment Matters, CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965, CCS Leave Rules.
2.	Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS.
3.	GFR, Procurement of Goods & Services, General System of Financial Management, Income Tax, HEFA.
4.	Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Rajbhasha.
5.	CCS (Pension) Rules, NPS.
6.	RTI Act 2005, Labour & Industrial Laws.
7.	Knowledge of IITs and their Act and Statutes, Basic Knowledge about the organization's structure, function and activities, Awareness of key administrative sections (e.g., Establishment, Accounts, Store & Purchase Academics, Estate, etc.), Rules relevant to the

	Institute or ministry (for IITs: Recruitment Rules, etc.)
8.	Procedure of Academic Governance, 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.	Manual of Office Procedure (MOP).

Note:-

1. The written examination is for qualifying only.
2. Only those applicants who score the minimum cut-off marks in the examination, as may be decided by IIT Indore at its discretion, will be called for the further stage of selection. i.e. Skill Test/Trade Test/Job Suitability Personality Test.