

Non-Teaching Staff Recruitment
(Advertisement No. IITT/STAFFREC/01/2024 dated 12-03-2024)

Syllabus for Junior Assistant

Level – I (Objective Test)

Part – A: (Weightage 50%)

1. General English Language, Grammar and Usage.
2. General Awareness and Current Affairs
3. Quantitative Aptitude
4. Mental Ability and Reasoning

Part – B: (Weightage 50%)

1. **Academic Administration:** Admissions, Ordinances & Regulations of various programs, Scholarships/Fellowships, NEP, etc.
2. **General Administration & Recruitment:** Office Procedures, Conduct Rules, Medical Attendance Rules, RTI, Reservations and Concessions in appointments, etc.
3. **Establishment Matters:** Leave rules, Leave Travel Concession, TA/DA, HRA, Children's Education Allowance, etc.
4. **Purchase & Stores:** Procurement for Goods & Services, Works contract, Tender processing, GeM procedures, CPPP, Inventory Management, etc.
5. **Finance & Accounts:** GFR-2017, Financial Accountancy, Income Tax, GST, NPS, Audit, Treasury Single Account System, Public Financial Management System (PFMS), Financial Statements for Central Autonomous Bodies and Higher Educational Institutions, etc.

Level – II (Descriptive Test)

Part – A: (Weightage 50%)

1. Comprehension
2. Essay Writing
3. Letter/Report Writing
4. Precis Writing

Part – B: (Weightage 50%)

1. Academic Administration
2. General Administration & Recruitment
3. Establishment Matters
4. Purchase & Stores
5. Finance & Accounts

Level -III (Qualifying in Nature)

1. Typing Test.
2. Proficiency in Computers like MS Office (Word, Excel, PowerPoint), Internet applications, etc.

Note: All the above tests will be based on the above-mentioned syllabus, with equal weightage given to Level-I and Level-II for the purpose of the merit list. However, the Level-III test is qualifying in nature.