



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA-136119

RECRUITMENT OF NON-TEACHING POSTS (REF.:ADVT. NO.:03/2023)

Name of the Post	:	Junior Assistant (Level - 3)
Details of the Scheme & Pattern of Examination:	:	Total Questions :100 (MCQ Type) Maximum Marks :100 No Negative Marking <u>Breakup</u> General Awareness (20) Reasoning (20) Mathematics (20) Test of English/Hindi Language (20) Computer Awareness (10) General Administration (10)
Duration of Examination	:	02 hours

- The Question Paper shall be Bilingual (English & Hindi) except the Section for the Test of Language wherever applicable.

SYLLABUS OF EXAMINATION

General Awareness: Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, current events, environment etc.

Reasoning: Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

Mathematics: Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Computer Awareness: Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Tally, Internet, E-mail, Antivirus and various online tools used in day- to-day office work.

General Administration: Constitution of India, CCS Leave Rules, CCS Conduct Rules, LTC Rules, TA/DA Rules and other Allowances, Office Procedure, Probation, Confirmation, Resignation, General Financial Rules-2017 & 2022, GeM Rules, Medical Attendance Rules & CGHS, etc.

Note:- The Syllabus is suggestive and indicative in nature having only broader areas for reference. The Candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.