

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI – 517506**

SELECTION PROCEDURE FOR JUNIOR ASSISTANT

The selection will be based on the following tests:

1. Screening Test (Multiple Choice type questions). Based on the performance candidates in the ratio 1 : 10 (maximum based on marks) will be called for second stage selection tests.
2. Descriptive written test for about two hours
3. Computer efficiency Test (Practical test)

The weightages for each of the tests are as follows:

Screening Test	:	30%
Descriptive Test	:	30%
Computer efficiency test (Practical test)	:	40%

I. **Screening test syllabus**

1) General English

Tenses

Rearranging of jumbled sentences

Narration

Models

Articles

Comprehension with blanks to be filled in with Phrases, Pronouns,
Homonyms/Homophones

Clauses

Synonymous and Antonyms

Pairs of words and their use in meaningful sentence

Idioms and Phrases

Uses of Prepositions

- 2) General Awareness and Current Affairs
- 3) Quantitative aptitude, Mental Ability and Reasoning:
 - Age and Blood relations
 - Area
 - Average
 - Boats and Streams, trains
 - Calendar
 - Chain Rule
 - Directions, Clock
 - Decimal Fractions
 - HCF and LCM
 - Height and Distance
 - Logarithm
 - Mixture and Allegation
 - Numbers
 - Percentage
 - Permutation and Combination
 - Profit and Loss, and Interest
 - Series
 - Simplification
 - Stocks and Shares
 - Time, Distance, Speed, Work
 - Mental ability, Reasoning and Logic

II. The Syllabus for Computer Efficiency Test and Subjective/Descriptive Test

1. **Computer Efficiency Test:**

Problem Solving in MS-Excel, MS-Word and MS-Power Point Presentation Etc.

2. **Subjective / Descriptive Test:**

Leave Rules, LTC Rules, RTI, Tender Notices, GFR (Finance & Accounts, Purchase Parts),
Comprehension, Report writing, General Knowledge, Current Affairs and Letter Writing etc.