

Non-Teaching Staff Recruitment

(Advertisement No. IITT/STAFFREC/02/2023 dated 23-08-2023)

**Syllabus for Junior Assistant**

**Level-I (MCQ):**

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

**Level-II (Descriptive Test):**

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

**Level-III (Computer Efficiency Test)**

Computer Basics, MS Windows, MS office - Word, Excel, PowerPoint

**Selection Criteria**

- 1) Level-I: Objective based Test
- 2) Level-II: Descriptive Test
- 3) Level-III: Skill/Trade Test (Qualifying Nature: minimum 50% score is required to qualify)

**Note:** All the above tests will be based on the above-mentioned syllabus. Equal weightage will be given to the Level-I and Level-II for the purpose of merit list.

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