Selection Process for the post of Junior Assistant (Postcode 03)

(Staff Recruitment Advt. No: IITDH/Admin/Staff Recruitment/24/2022-23 dated 01st February 2023)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 31st March 2023 (Friday). The venue for Written Test is IIT Dharwad, WALMI Campus, Belur Industrial Area, Near High Court Bench, Pune – Bengaluru Road, Dharwad, Karnataka. The final selection of the candidates will be based on the performance in the Written Test.

Examination Pattern and Syllabus:

Part A	Objective Type			
Section	Topics/Subjects	No. of Questions	Total Marks	Time duration
1	General Awareness, Reasoning, Quantitative Aptitude	75	75	
2	Communication Skills	30	30	
3	Computer Literacy	20	20	2.5 Hours
4	Basic understanding of Government Rules and Regulations	25	25	
	Total	150	150	

* 0.25 Negative Marks for every wrong answer in objective type test.

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
1	General Awareness, Reasoning, Quantitative Aptitude	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs, sports, reasoning and quantitative aptitude etc.
2	Communication Skills	Synonyms, grammar, sentence correction/completion, vocabulary etc.
3	Computer Literacy	Basic tools such as Microsoft Word, Excel etc., general computer terminology, basic software and hardware questions, basics of networking and internet etc.
4	Basic understanding of Government Rules and Regulations	Legal, RTI, leave rules, NPS, office procedures, Income Tax, GST, Constitution of India, Minimum Wages Act, PF and ESI, Banking Awareness, General Financial Rules 2017 etc.