

## **Scheme & Indicative Syllabus of Test**

1. Eligible candidates are required to appear in Test.
2. The prescribed cut off marks in Test shall be:
  - a) Candidate belonging to UR/EWS/OBC: 35%
  - b) Candidate belonging to SC/ST/PwD: 30%
3. Test is only of qualifying in nature. Final Select list will be prepared as per provisions contained in NIT Recruitment Rules 2019 for Non-teaching staff.
4. Test shall be of 1 hour duration comprising of 50 multiple choice based questions. Each correct answer will be awarded One [1] mark and there shall be no negative marking.
5. Test for all the post (except for the post of Senior Office Attendant & Office Attendant SG-II) shall consist of two parts i.e. Part-A & Part-B (Part-A shall have 15 Questions which consists of Aptitude, Reasoning, General English, GK & Computer Fundamentals and Part-B shall have 35 Questions which consists of Domain Knowledge). Test for the post of Senior Office Attendant & Office Attendant SG-II shall be Skill based & Hands on knowledge on Basic Office Procedure.

The Syllabus for Test for the all the posts (except for the post of Senior Office Attendant & Office) is mentioned at Annexure – I.

**Indicative Syllabus for Part-A (15 Questions) common for all the posts (Group A, Group B & Group C):**

1. **Aptitude-** Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Boats and Streams, Probability, Interest, Percentage, Ratio, Time And Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F And L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance.
2. **Reasoning-** Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Truth Verification Of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency.
3. **General English-** Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.
4. **GK-** Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, World Geography, Basic General Knowledge, Physics, Biology, Indian Politics, Indian Geography, General Science, Chemistry, Technology, Inventions, Current Affairs.
5. **Computer Fundamentals-** Operating System, MS Word, MS Excel, Power Point

**Indicative Syllabus for Part-B (35 Questions) for Technical Higher & Technical Lower posts (Group B & Group C Post):**

**General Science:**

Machines, Heat, Magnetism, Electricity, Light, Sound, Modern Physics, Nature and Composition of Substances, Atomic Structure, Radioactivity, Isotopic Isotope Isotronic, Chemical Bond, Oxidation and Reduction, Acid, Ash and Salt, Valency and Atomic Weight, General properties of gases, Solution, Electrochemistry, Thermochemistry, Chemical kinetics, Fuel, Periodic Classification of Elements, Latin names and chemical symbols of elements, Metallurgical Treatment, Metals and their compounds, Non-metals and their compounds, Organic chemistry and Basic Engineering etc.

**NIT Act & Statutes:** NIT Act/Statutes, NITSER act, Role and Functions of board, Finance Committee, Building and Works Committee, Senate, NIT council, Powers of the Institute, Authorities of the Institute, Director, Deans, HOD's/HOC's.

**Indicative Syllabus for Part-B (35 Questions) for the post of Assistant Registrar, Ministerial Higher & Ministerial Lower posts:**

This will include procedures of Government Offices and Rules, Institute working system. Knowledge of Computer applications, MS Office, Knowledge of NITs Act and Statutes, basic knowledge of official matters viz. service matter and leave rules, file noting and drafting, Office procedure, Conduct Rules, CCS (CCA) Rules, Deputation, Lien, TA rules, Advances, CCS (Leave) rules, CCS (LTC) rules, Medical Attendance rules, RTI Act-2005, CCS Pension Rules 1972, FR/SR, Establishment and administration, Reservation and Concessions in appointment, Children Education Allowances, GFR-2017, General System of Financial Management, Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & payments, preparation of budget and its allocation, GPF rules, Pension rules, Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation, Ordinance of UG and PG studies