Indian Institute of Technology Mandi
Staff Recruitment Cell

Consolidated Instructions for the Selection Process of Junior Assistant
(Advertisement No. IITMandi/Recruit./NTS/2024/06 dated 30.11.2024)

The Selection Process for the post of Junior Assistant (Level-03) will be conducted at Indian Institute of Technology Mandi, North Campus in two stages as detailed below:

Stage (I) : MCQ Based Written Examination **(Sunday, 29th June 2025)**
Stage (II) : Computer Based Skill/Trade Test **(Monday, 30th June 2025)** *

A. Stage (I) : MCQ based written Examination will be of 100 Marks consisting the followings:

Section – A (40 Marks)
Language competency - English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms, attitude & psychometric test, etc.   **Computer Proficiency- K**nowledge of Office (word processor, work sheets and presentations), internet and email communication, computer system etc.   **Quantitative Aptitude:** Number system – BODMAS, Decimals & Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra Geometry and Trigonometry, Age Problems, Clock Questions etc.   **General Awareness and Current Affairs-** General knowledge about India/world such as politics, economics, education, geography, history, sports etc. and current affairs   **Logical Reasoning-** logical reasoning and verbal ability.

Section – B (60 Marks)
Office Procedures and Service Matters: Basic knowledge of service rules and service matters, RTI Act, GFRs, NPS, purchase rules and financial matters, TA & LTC rules, Leave rules, Audit rules, Legal rules, Knowledge of IIT system and its Act, Statutes, Ordinance & Regulations, Policies and academic admission procedures and programmes of IITs/IIT Mandi, etc.

Instructions for the Stage (I) (Multiple Choice Based Question (MCQ) Written Examination):

I. Reporting Time & Venue for MCQ Examination at 09:00 AM at Entrance of Auditorium Hall, North Campus, IIT Mandi.

II. There will be 100 Multiple Choice Questions.

III. There will be four alternatives for the answers to every question.

IV. Duration of the Examination will be Two (2) Hours.

V. For each question for which a wrong answer has been given by the candidate, **One-Third (0.33)** of the marks assigned to that question will be deducted as penalty.

VI. The un-attempted questions will not be considered for evaluation. (i.e., no marks will be awarded for any question which is not attempted).

VII. Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer and will invite negative marking.

VIII. The candidate should hand over the Question Booklet and OMR sheet to the invigilator at the end of the examination.

IX. Any additional instructions given during the selection process or mentioned on question paper must be adhered/complied.

X. Candidates who obtain such minimum qualifying marks in the Written Examination (Stage-I) as may be fixed by the Selection Committee, shall be called for Stage (II) examination (i.e. Computer Based Skill/Trade Test). The number of candidates to be called for Stage (II) examination will be as per the decision of the selection committee.

XI. Please darken/circle only one correct answer. Do not use 'tick mark' or any other kind of marks/sign, else it will be considered as a wrong answer.

XII. Multiple encircling/darkening of options will be treated as incorrect answer with negative marking.

XIII. Do not fold the OMR Sheet and avoid any stray marks on the OMR sheet. Violation will lead to disqualification from the selection process.

XIV. Put your Signature in the appropriate rectangular box in the OMR sheet, in the presence of the Invigilator.

XV. No additional sheet will be provided other than the question booklet & OMR Sheet.

XVI. No TA/DA will be paid for appearing in the selection process.

XVII. Apart from the topics/subjects detailed above, question from other topics may also be asked in the question paper.

B. Stage (II): * Computer Based Skill/Trade Test:

The Computer Based Skill/Trade Test is scheduled to be held on **30th June 2025** (Monday) for candidates who have qualified based on the **Stage I (MCQ) Examination**. The Indicative syllabus for the Computer Based Skill/Trade Test is provided below

> Letter writing, Official note sheet on a given topic, Drafting an Office Orders/ Notification etc., Essay/ note on a generic topic, precise writing, case study, report writing, Computer proficiency/knowledge etc.

Instructions for the Computer Based Skill/Trade Test:

i. **Reporting Venue**: Candidates must report at 09:00 AM at Classroom A10-1B Ground Floor, North Campus, IIT Mandi.

ii. **Exam Duration**: The total time allotted for the exam is One (1) hour.

Note: Apart from the topics/subjects detailed above, question from other topics may also be asked in the question paper.

Other Instructions to be followed by the candidates

A. Important Points:

I. There will be no entry for the examination without call letter and valid photo ID proof in Original (PAN/Aadhar Card/Voter ID/Driving License/Passport OR ANY Govt. issued Photo ID Card). Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.

II. The candidates are required to ensure that their candidature is fulfilling all the eligibility criteria notified in the Advertisement No: IITMandi/Recruit./NTS/2024/06 dated 30.11.2024 before appearing in the Stage-I test. Issue of this call letter for the Stage-I test neither constitutes an offer of employment with IIT Mandi nor does it confer any right of Acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criteria.

B. Guidelines for PwBD Candidates:

PwBD candidates must adhere to the guidelines and provisions related to compensatory time and assistance of scribe as available on the following link:
"Provision_of_Compensatory_Time_&_Assistance_of_Scribe.pdf"

A compensatory time will be given in Stage -II also.

C. Before the Written Test begins:

I. The candidate must carry two sets of the call letter and other required documents and hand it over to the reporting desk at the time of reporting.

II. Your photograph affixed on the admit card should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. You must NOT change your appearance from the photo uploaded by you.

III. Candidates appearing for the written test from a room or seat other than the one allotted to them will have their candidature cancelled.

IV. The invigilator will communicate the important instructions to be followed during the exam.

V. A booklet and an OMR sheet will be provided to candidates & instruction regarding the examination will be given in the booklet.

VI. Candidates must open the question booklet only after the instruction of the invigilator regarding commencement of the written test.

VII. Candidates should ensure that the question booklet contains as many pages as mentioned on the cover page. In case of any discrepancy, candidates must inform the invigilator immediately.

VIII. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination.

D. Documents/Material allowed inside Examination Hall:

I. Call letter after affixing your self-attested colored photograph at the space provided in the Admit Card.

II. One valid photo ID proof.

III. The aforementioned documents will be checked and verified by the invigilator inside the exam hall.

IV. Transparent water bottle (without label) is allowed in the examination hall.

E. During the written test:

I. Candidates carrying any of the barred items (mobile phone, calculator, camera, Bluetooth device, digital watch, wired or wireless earphones, or any electronic device) inside the examination hall or using unfair means will not be allowed to appear in the written test.

II. Providing or taking help from other candidates is not allowed. Candidates found cheating and using any unfair means will be disqualified.

III. No candidate will be allowed to leave the examination hall before the time/end of the written test.

IV. Use of only **Blue/Black ball Pen** for answering. The use of gel pens and pencils is prohibited.

F. Attendance Sheet:

Candidates must sign the attendance sheet in the examination hall.

G. Utilizing Hostel Facility:

Hostel accommodation may be provided subject to availability. Candidates who wish to avail this facility on a payment basis must fill the Google Form provided in the link **on or before 5:00 PM, 27th June 2025 (Friday)**.

Link: Utilizing Hostel Facility

Candidates must adhere to the Rule and Regulations pertaining to the hostels of IIT Mandi. Any damage or loss of IIT Mandi property will attract penalty and appropriate action will be taken against the candidate.

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