

Syllabus & Scheme for the Post of Junior Laboratory Assistant (Technical)

Centre for Continuing Education (CCE), Post Code: 016

Advertisement No. IIT Mandi/Recruit./NTS/2025/05 dated 17.12.2025

There will be two-stage examination.

Stage I: Written Examination (Objective type MCQ questions)

Stage II: Skill/Trade Test

Syllabus of Stage-I:

Technical

Computer fundamentals including components of computer systems, memory, storage devices, input/output devices, system and application software, and operating system basics.

Office automation tools such as MS Word, MS Excel (formulas and functions), MS PowerPoint, email systems, and basic document management.

Computer networking concepts including types of networks, wired and wireless networking (Wi-Fi setup and security), and network devices such as router, switch, hub, modem, and access point.

Basics of server concepts, client-server architecture, and introduction to cloud computing and cloud service models.

Programming fundamentals including algorithms, flowcharts, variables, data types, conditional statements, loops, and basic understanding of C/Python.

Web concepts including basics of HTML, structure of web pages, common HTML tags, web browsers, web servers, and introductory knowledge of CSS and JavaScript.

Computer hardware components, assembly and disassembly of computer systems, installation of operating systems and device drivers, troubleshooting, preventive maintenance, and power backup systems.

Basics of multimedia and audio-visual systems, studio setup for online classes, video conferencing tools, recording and streaming fundamentals, and overview of learning management systems.

Basic Aptitude

General English comprehension and basic technical terminology.

Numerical ability including basic arithmetic such as percentages, ratios, averages, and simple calculations.

Logical reasoning and analytical ability.

General awareness related to Information Technology, Digital India initiatives, ICT in education, and distance/online education systems.

General Awareness and Current Affairs: Current Affairs, Government schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution, Knowledge of IIT system and its Act, Statutes, etc.

Important Instructions for candidates:

General information about the exam:

- The MCQs have negative marking for wrong answers. The unanswered questions will not be considered for evaluation. (*i.e.*, no marks will be awarded for any question not attempted).
- Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer.
- Use of only blue or black ballpoint pen is permitted to answer the questions and fill the form in the exam hall. Use of ink pen/gel pen/pencil/whitener is not permitted.
- Use of calculator, cell phones, log book, periodic table, and any type of electronic device etc., are strictly prohibited.
- The medium of instruction/answers will be English only.
- Involvement in any malpractices will lead to disqualification
- Any additional instructions given during the selection process must be adhered/complied.

Final Selection:

- Examinations for Stage-I and Stage-II will be conducted for all the candidates or as decided by the selection committee.
- Final selection will be made on the scores obtained in the Stage-I, as the Stage-II is of qualifying nature. But if a candidate fails to qualify in Stage-II, her/his candidature will not be considered further.
- Please note that for consideration in the merit list, a candidate has to secure minimum marks fixed by the selection committee in both exams at Stage-I and Stage-II – failing which institute will not make an offer of appointment even if vacancies go unfilled.