

**Syllabus and Scheme of Examination for the Post of Junior Lab Assistant (Technical) - School of
Humanities & Social Sciences**
Advertisement No. IIT Mandi/Recruit./NTS/2023/02 dated 22.03.2023

Date: 07.12.2023

Reporting Time: 09:30 AM

Venue: A14, SHSS, North Campus, IIT Mandi

There will be a two-stage examination.

Stage I : Written Examination

Stage II : Skill/Trade Test

Written Examination Syllabus and pattern:

Typing in English (to test typing efficiency and quality).	10 marks
Language proficiency (English) for communication (including drafting official emails)	15 marks
Knowledge of MS Excel, Word and PowerPoint (e.g., sending emails from an excel list, knowledge of basic excel formulae, etc.)	15 marks
Knowledge of software statistical and language software	10 marks

Skill Trade/Test

Knowledge of computer system handling (both software and hardware, for example, adjusting sound and display devices, etc., knowledge of software installation, uninstallation and maintenance, maintenance of computers and computer peripherals, maintenance of AV devices, handling statistical software: STATA/SPSS/R/ similar application; and language software such as EWL/Orell/similar softwares.	Qualifying Test
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General information about the exam

- Use of calculator, cell phones, log book, periodic table, and any type of electronic device etc., are strictly prohibited.
- Medium of instructions/answers will be English only.
- Involvement in any malpractices will lead to disqualification
- Bags, purses, mobile phones, calculators, and any other personal belongings are not allowed in the examination hall. Please leave them in the designated area outside.
- Any additional instructions given during the selection process must be adhered/complied.