

Examination Pattern & Syllabus for the post of Junior Superintendent
Advt. No. IITMandi/Recruit./NTS/2022/01 dated 28.07.2022

Examination Pattern for Stage-I
<ol style="list-style-type: none">1. Time: 2 hrs (Maximum)2. No. of questions: 100 (MCQ)3. Total Marks: 1004. There will be negative marking.5. One (1) mark will be given for each correct answer and 0.25 marks for each incorrect answer will be deducted.6. The unanswered questions will not be considered for evaluation.7. Question paper for Stage-I will have three sections.8. OMR Sheet will be used for marking your answers9. Use black or blue ballpoint pens, and avoid gel pens and fountain pens for filling the OMR sheets.10. Darken the circle completely. Please darken only one correct answer. Do not use 'tick mark' or other kind of marks.11. Darkening of more than one option for a question in the OMR Sheet will be treated as wrong answer.12. Use of calculator, cell phones, log book, periodic table, any electronic device etc. are not allowed.13. Involvement in any malpractices will lead to disqualification14. Medium of instructions/answers will be English only.15. Any additional instructions given during the selection process have to be adhered/complied.
(Section-I) (20 marks)
Language competency - English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms, attitude & psychometric test, etc. Computer Proficiency - knowledge of Office (word processor, work sheets and presentations), internet and email communication, computer system etc.
Section-II (20 marks)
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-III) (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, etc.,

Stage-II

Scheme for skill/ trade test

Letter writing, Note sheet on a given topic, Drafting an Office Orders/ Notification etc., Essay/ note on a generic topic, precis writing, Computer proficiency/knowledge etc.

Time: 01 Hour

Medium of instruction/answer will be English only.