



SYLLABUS FOR THE POST OF JUNIOR ASSISTANT

STEP I: WRITTEN TEST (70 MARKS)

GENERAL ENGLISH – 25 Marks

1. Comprehension Passage (*Short Passage*)
2. Grammar – Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences etc.
3. Precis writing
4. Noting/Drafting
5. Letter/E-mail Communication on a given context

OFFICE PROCEDURES – 20 Marks

1. Basic knowledge of IITs and IIT Jodhpur Act and Statutes
2. Basic knowledge about admission procedures and academic programmes of institutions like IITs.
3. Basic Knowledge of Govt. Rules relating to Establishment Matters, service rules and leave rules
4. File Maintenance and Record Keeping

SIMPLE ARITHMETIC – 25 Marks

1. Simplification of Fractions
2. Simple/Compound Interest
3. Profit/Loss & Percentages
4. Other Basic Arithmetic Related Matters

STEP II : COMPUTER SKILL TEST (30 MARKS)

1. Elementary MS word
2. Elementary MS Excel
3. Power Point Presentation
4. E-mail

A. MS word

-Word document writing (to test the formatting/editing of various components of MS word to be applied in paragraph to be given like Header, Footer, Bold, Italics, Line spacing etc.)

B. MS Excel

-Formula, Functions, Arithmetic elementary on Excel.