



भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur

SYLLABUS FOR THE POST OF JUNIOR ASSISTANT
(Level 3)

(A) 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

General Knowledge - 20 Marks

1. Current Affairs
2. Indian History, Indian Polity, Indian Constitution, General Economics & Geography

Simple Arithmetic (10th Standard) - 25 Marks

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

(B) COMPUTER SKILL TEST

(30 Marks)

1. Elementary MS Word
2. Elementary MS Excel
3. PowerPoint Presentation
4. E-Mail
5. Typing Test English/Hindi

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

-Formulae, Functions, Arithmetic elementary on Excel.
