



**RECRUITMENT CELL**  
**NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620 015.**  
**Syllabus for the posts of Non-Teaching (Group B and C) posts - Ministerial**

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**31.03.2023**

**Ref: Advt. No. NITT/R/RC/NT/2023/03**

**POST: Superintendent**

**SCREENING TEST (Objective Type - MCQs – 90 mins – 75 marks)**

**Part–A: 40 %**

**General Aptitude & Reasoning:** Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, logical reasoning, Order and ranking, Puzzles, Decision Making, arithmetical number series, Decimals and Fractions, Fundamental arithmetic operations, Profit and Loss, Number Systems and non-verbal series

**General Knowledge:** General awareness and current affairs, General Polity, Indian Constitution

**General English:** Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages

**Part–B : 60%**

Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, Procedures of Government Offices and Rules, Institute working system, file noting and drafting, NIT Act and Statutes, Basic knowledge of official matters viz. service matter and leave rules, General System of Financial Management and Inventory management.

**SKILL TEST: (Qualifying in nature – 45 mins)**

**Computer Proficiency Test for test of working knowledge of MS-Word, Excel, Power Point, Access, Internet, E-mail, & other office tools.**

**Test on Noting and Drafting on Office procedures, RTI, Central Government Rules, GFR etc., The matter will have to be transcribed on computer.**

**MAIN WRITTEN TEST: (Objective and Subjective Type – 120 mins - 100 marks)**

Establishment, Financial Administration, Purchase Rules, Conduct Rules, CCS – CCA, Pension rules, Leave rules and LTC Rules, Deputation, Lien, TA rules, Advances, Medical Attendance rules, RTI Act-2005, FR/SR, Establishment and administration, Reservation and Concessions in appointment, Children Education Allowances, General System of Financial Management, Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & payments, preparation of budget and its allocation, GPF rules, Pension rules, Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation, Ordinance of UG and PG studies



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Ref: Advt. No. NITT/R/RC/NT/2023/05

31.03.2023

**POST: Senior Assistant**

**SCREENING TEST (Objective Type - MCQs – 90 mins – 75 marks)**

**Part–A: 40 %**

**General Aptitude & Reasoning:** Analogies, similarities and differences, problem solving, relationship concepts, Order and ranking, Fundamental arithmetic operations, Profit and Loss, Number Systems

**General Knowledge:** General awareness and current affairs

**General English:** Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Comprehension of Passages

**Part–B : 60%**

Application of Computer Software like MS- Word, Excel, Power Point, etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, Basic knowledge of official matters viz. service matter and leave rules.

**SKILL TEST: (Qualifying in nature – 45 mins)**

**Typing Test on Computer to access the minimum Typing Speed of 35 w.p.m. in English. Computer Proficiency Test for testing the knowledge of MS Office such as MS-Word, Excel, Power Point, etc. in day-to-day office work.**

**MAIN WRITTEN TEST: (Objective and Subjective Type – 120 mins - 100 marks)**

Establishment, Financial Administration, Purchase Rules, Conduct Rules, RTI Act-2005, FR/SR, Establishment and administration, Reservation and Concessions in appointment, General System of Financial Management, Inventory management, Procurement of goods and services, contract management, Institute working system, file noting and drafting, Procedures of Government Offices and Rules, NIT Statutes

**POST : Junior Assistant**

**SCREENING TEST (Objective Type - MCQs – 90 mins – 75 marks)**

**Part–A: 40 %**

**General Aptitude & Reasoning:** Analogies, similarities and differences, problem solving, relationship concepts, Order and ranking, Fundamental arithmetic operations, Profit and Loss, Number Systems

**General Knowledge:** General awareness and current affairs

**General English:** Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Comprehension of Passages

**Part–B : 60%**

Application of Computer Software like MS- Word, Excel, Power Point, etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, Basic knowledge of official matters viz. service matter and leave rules.

**SKILL TEST: (Qualifying in nature – 45 mins)**

**Typing Test on Computer to access the minimum Typing Speed of 35 w.p.m. in English.**

**Computer Proficiency Test for testing the knowledge of MS Office such as MS-Word, Excel, Power Point, etc. in day-to-day office work.**

**MAIN WRITTEN TEST: (Objective and Subjective Type – 120 mins - 100 marks)**

Establishment and administration, Reservation and Concessions in appointment, General System of Financial Management, Inventory management, contract management, Institute working system, file noting and drafting, Procedures of Government Offices and Rules

**POST: Office Attendant**

**SCREENING TEST (Objective Type - MCQs – 60 mins – 50 marks)**

**Basic English, Mathematics and Science at 10th standard level.**

**SKILL TEST: (Qualifying in nature - 45 mins)**

**File Handling and Management, basic Computer Operation, Entry and Dispatch procedures, Register Handling**

**MAIN WRITTEN TEST: (Objective and Subjective Type – 60 mins - 50 marks)**

General Knowledge, Logical reasoning and General procedures related to File Management, Inventory, Register and Dispatch

**POST: Lab Attendant**

**SCREENING TEST (Objective Type - MCQs – 60 mins – 50 marks)**

**Basic English, Mathematics and Science at 10th standard level.**

**SKILL TEST: (Qualifying in nature - 45 mins)**

**Identification of Lab equipment and instructions, Stock entry and maintenance**

**MAIN WRITTEN TEST: (Objective and Subjective Type – 60 mins - 50 marks)**

General Knowledge, Logical reasoning and General procedures related to Lab Inventory Management, Safety Precautions, Identification of Lab instruments