



राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
 (An autonomous Institute of National Importance under the aegis of Ministry of
 Education, Govt. of India)
 हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

NOTICE

Dated : 10-08-2022

It is notified for information of the applicants for the Junior Assistant posts advertised vide no. NIT/Non-Teaching/22/2(NT) dated 25th May 2022 read with advertisement No. NIT/Non-Teaching/2020/5(NT) dated 22nd October 2020, that the Institute is in the process of finalizing the recruitment for the said posts. The Institute in view of various guidelines/ orders issued by the Govt. of India has finalized the following structure/scheme/ Question Paper Pattern / Syllabus for Selection / Recruitment Test for Junior Assistant Post:

Structure/Scheme of Examination:

The applicants shall have to appear in Written/Recruitment tests and Skill Test for selection to the post of Junior Assistant as per the below given details:

1. The Written Test – I shall be held for all the eligible applicants. In the Written Test - I, the applicants shall be shortlisted in the ratio of 1:15 (01 vacancy: 15 applicants) for appearing in the Skill Test. The minimum qualifying marks for UR category shall be 30%, for OBC & EWS shall be 27% and for SC/ST shall be 20%. The merit for shortlist shall be prepared of only those applicants who would score more than the minimum qualifying marks.
2. The Skill Test of those applicants shall be held who are shortlisted after qualifying the Written Test - I. The Skill test shall be a Computer Based Type Test for checking the typing speed of minimum 35 WPM and proficiency in computer word processing and spreadsheet. Skill test shall be of qualifying nature only.
3. Only those applicants who qualify the Skill Test shall be allowed to appear in Written Test - II. The minimum qualifying marks for UR category shall be 30%, for OBC & EWS shall be 27% and for SC/ST shall be 20%. Only those applicants who would score more than the minimum qualifying marks shall be considered for preparation of the final merit list.
4. The final merit list for selection shall be prepared by giving 30% weightage to the score obtained in the Written Test – I and 70% weightage to the score obtained in the Written Test -II. There shall be no interview for this post.

Question Paper Pattern for Written/Recruitment Test:

- The question papers (both for Written Test-I & II) shall consist of 90 questions (MCQs)
- Both the question papers shall be from the complete syllabus for the post
- All questions shall carry equal marks (1 mark for each question)
- There shall be negative marking i.e for each wrong answer, 0.25 marks shall be deducted from the overall marks scored.
- The duration of papers shall be 2 hours (120 minutes)

Syllabus:

The Syllabus for both Written Test-I & II is attached as **Annexure-I**.

Dates of Written/Recruitment Test:

The detail regarding important dates is attached as **Annexure-II**

This is issued with the approval of the Competent Authority.


 10/8/22
 Registrar
 10/8/22

No: NITS/PD/21/ 1076

Date: 10-08-2022

Copy to:

1. PA to Director for information of the Director
2. Web Developer for uploading the Institute Website



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Annexure-I

SYLLABUS FOR JUNIOR ASSISTANT

GENERAL ENGLISH: Comprehension with blanks to be filled in with Phrases, Pronouns, Homonyms / Homophones, Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences, One word substitutes, Models, Articles, Clauses, Synonymous and Antonyms, Idioms and Phrases, Precise writing, Noting/ Drafting, Letter/Email Communication on a given context.

OFFICE PROCEDURES

Knowledge of NITs and their Act and Statutes, Basic knowledge about academic admission procedures and academic programmes of NITs, Basic knowledge of Central Govt. rules relating to establishment matters, service rules and leave rules, deputation, pay fixation rules, LTC, pension rules, CCS (CCA) rules, New Pension Scheme, RTI, GFR-2017. File Maintenance and Record Keeping.

NUMERICAL APPETITUDE ARITHMETIC

Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root and Cube root, Interest, Ratio, Time and Distance, Problem on Ages, Clock and Other Basic Arithmetic Related Matters.

REASONING AND DATA INTERPRETATION

Number Series Compilation, Missing Number Finding, Continuous, Pattern Series, Direction Sense Test, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Syllogisms, Letter And Symbol Series, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Analogies, Pie Chart and Bar Chart

COMPUTER LITERACY

Characteristics of Computer, Computer Organization, Input/output Devices, Computer Software-Relationship between Hardware and Software, Operating Systems, MS-Office (exposure of Word, Excel/spread sheet, Power point), Digital Signature, Application of information technology in Government for e-Governance, mobile/Smartphone, Information tasks

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Annexure-II

Event	Date/Day
Written Test -I	27-08-2022 (Saturday)
Uploading of Answer Key of Written Test-I	27-08-2022 (Saturday) after 01:00 pm
Receiving of Representations for answer Key of Written Test -I	Till 28-08-2022 (Sunday) on email address junior.asst_recruitment@nitsri.net
Uploading of Revised Answer Key of Written Test-I	29-08-2022 (Monday)
Uploading Shortlist of Applicants of Written Test -I	30-08-2022 (Tuesday)
Skill Test (Computer Based Type Test)	01-09-2022 (Thursday)
Uploading of list of applicants who have qualified the Skill Test	02-09-2022 (Friday)
Written Test -II	04-09-2022 (Sunday)
Uploading of Answer Key of Written Test-II	04-09-2022 (Sunday) after 01:00 pm
Receiving of Representations for answer Key of Written Test -II	till 05-09-2022 (Monday) on email address junior.asst_recruitment@nitsri.net
Uploading of Revised Answer Key of Written Test-II	06-09-2022 (Tuesday)
Uploading of Selection List of Applicants	After the Approval of the Competent Authority/BOG.

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