



IITPKD/R/NF/03/2022/32

21-Jun-2023

Recruitment for the post of Junior Assistant (Post Code : 2204) vide Advt. No.:

IITPKD/R/NF/03/2022 dated 21 Dec, 2022.

Syllabus for Level II test:

The Level II test will have Questions/Cases from the subjects of relevance for the administrative staff and also Questions that test their knowledge and strength in English Language. The following areas are covered:

1. Letter Drafting
2. Comprehensive Passage
3. Precis Writing
4. Sentence Improvement
5. Completion and Joining Exercise
6. Error Spotting and Correction
7. Basic skills in using an office suite including designing presentations, working with spreadsheets and word processing

The Level II test shall be conducted in-person on 7th July 2023 (Friday) at Nila Campus, IIT Palakkad, details of which shall be shared with shortlisted candidates over email.

**-Sd-
Registrar(i/c)**