Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान पालक्काड

Nurturing Minds For a Better World

IIT PALAKKAD

IITPKD/R/NF/02/2024/03   **29th Oct 2024**

Recruitment for the post of Junior Superintendent (Post Code: 24209) and Junior Assistant (24214) vide Advt. No.: IITPKD/R/NF/02/2024 dated February 07, 2024.

The selection process, indicative syllabus and dates of examination for the posts of Junior Assistant (Post Code: 24214) and Junior Superintendent (Post Code: 24209) advertised vide Advt. No.: IITPKD/R/NF/02/2024 dated February 07, 2024.

Junior Assistant - (Post Code: 24214)
The selection process shall consist of written examination which includes two sections. Section I will be objective in nature and Section II will be descriptive, syllabus for which is as below:
Syllabus:

	Subject	Maximum Marks	Time
Section I Objective	**General English**: Comprehension, Grammar, Sentence Correction, One Words, Antonyms, Synonyms, Idioms & Phrases, Clauses, Articles, Prepositions, etc.	20	120 minutes
	Computer Knowledge : Office suite, Computer organization, Computer hardware and software, Internet, Email, Operating systems, Cloud storage, etc.	10	
	Mathematical and Numerical Ability: Arithmetic (10th standard), Numerical computation, Numerical reasoning, Data analysis and data interpretation, etc.	10	
	Reasoning Ability: Number Series, Letter Series, Coding and Decoding, Direction sense, Blood relations, Mathematical reasoning, Statements and conclusions, Logical reasoning, etc.	10	
	General Awareness and Current Affairs: Current Affairs, Government schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution, etc.	20	
Section II Descriptive	The test shall have questions that test their knowledge and strength in English language. The following areas are covered: Letter writing, Precis writing, English Comprehension, Error spotting and correction, Grammar, Essay writing on topics of general interests, etc.	30	

Junior Superintendent - (Post Code : 24209)

The selection process shall consist of written examination which includes two sections. Section I will be objective in nature and Section II will be descriptive, syllabus for which is as below:

Syllabus:

	Subject	Maximum Marks	Time
Section I Objective	Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rules, CGHS	50	150 minutes
	CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965		
	GFR 2017, Procurement of Goods & Services, General System of Financial Management, Role of DDOs, PMFS, Contract Management, Income Tax		
	Office Procedure, Parliamentary Procedures, Records Management, Public Administration		
	CCS (Pension) Rules, NPS		
	Constitution of India; RTI Act, 2005		
	Institutes of Technology Act 1961, IIT Palakkad Acts and Statute, Role and Functions of Board of Governors, Finance Committee, Building and Works Committee, Senate and IIT Council, etc.		
	Procedures of Academic Governance, Matters related to academic and student affairs, examination, admissions, assessment, evaluation		
	National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education		
	Computer Proficiency: Office Suite, Computer organization, Computer hardware and software, Internet, Email, Operating systems, Cloud storage etc.		
Section II Descriptive	Questions/ Cases from subjects of relevance for the administrative staff from the topics covered in Section I above. Questions that test the knowledge and strength in the English Language. The following areas may be covered: Letter Writing, English Comprehension, Essay Writing on topics of general interests, Grammar, Noting and Drafting on Office Procedures, Error spotting and correction, etc.	50	

Final selection will be based on the order of merit in the above test only.

Tentative Schedule of Examinations	
Date	**Post**
24-Nov-2024, Sunday Forenoon	Junior Assistant (Post Code : 24214)
24-Nov-2024, Sunday Afternoon	Junior Superintendent (Post Code : 24209)

The details of venue, time and other instructions shall be shared along with the hallticket that will be issued to the shortlisted candidates over email in due course.

-Sd-
Registrar