

IITPKD/R/NF/01/2025/03

10th June 2025

Recruitment for the post of Junior Attendant (Post Code: 25102) vide Advt. No.: IITPKD/R/NF/01/2025 dated March 13, 2025.

The selection process, indicative syllabus and dates of examination for the posts of Junior Attendant (Post Code: 25102) advertised vide Advt. No.: IITPKD/R/NF/01/2025 dated March 13, 2025.

Junior Attendant - (Post Code: 25102)

The selection process shall consist of two Levels. Level I will be objective in nature and Level II will be descriptive/practical, syllabus for which is as below:

Syllabus:

Subject		Maximum Marks	Time
Level I Objective	General English: Comprehension, Grammar, Sentence Correction, One Words, Antonyms, Synonyms, Idioms & Phrases, Clauses, Articles, Prepositions, etc.	100 marks	90 minutes
	Computer Knowledge : Office suite, Computer organization, Computer hardware and software, Internet, Email, Operating systems, Cloud storage, etc.		
	Mathematical and Numerical Ability: Arithmetic (10 th standard), Numerical computation, Numerical reasoning, Data analysis and data interpretation, etc.		
	Reasoning Ability: Number Series, Letter Series, Coding and Decoding, Direction sense, Blood relations, Mathematical reasoning, Statements and conclusions, Logical reasoning, etc.		
	General Awareness and Current Affairs: Current Affairs, Government schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution, Acts and Statutes of CFTIs etc.		

Candidates shortlisted in Level I test shall only be allowed to take part in Level II Selection process.

The level II Selection process may comprises of questions/tasks to check candidate's knowledge/ability in the following areas:

- Office Procedure and file management.
- Usage and operation of various office equipments

- iii. Computer operations
- iv. Road Safety, traffic rules and operation of two/four wheeler.

Final selection will be based on the order of merit in the above tests giving a weightage of 50% for Level I Test and 50% to Level II tests.

Tentative Schedule of Examination Post : Junior Attendant (Post Code : 25102)	
Level I	Forenoon of 12th July 2025, Saturday
Level II	Forenoon and Afternoon of 13th July 2025, Sunday

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