



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

Recruitment for Non-Teaching Positions in Staff Cadre

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**Selection Process for Recruitment of
JUNIOR ASSISTANT**

Selection Process for the post of Junior Assistant will consist of three stages as detailed below:-

| | |
|------------------|--|
| Stage-I | Multiple Choice Based Screening Test <i>[For screening of candidates for Stage-II (Skill Test)]</i> |
| Stage-II | Skill Test <i>[Qualifying in nature. Only for those who are successful after the Stage-I (Screening Test)]</i> |
| Stage-III | Multiple Choice Based Main Test <i>[Only for those who qualify the Stage-II (Skill Test)]</i> |

Syllabus and Scheme of Examination

Stage-I [Multiple choice based screening test]

Syllabus:- General English, General Hindi, Quantitative Aptitude, Verbal and Non Verbal Reasoning, General Studies & Current Affairs, 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, central government rules, office procedures.

Stage-II [Skill Test]

Only those who are screened-in and short-listed after the Screening Test [Stage-I], will be allowed to appear in the Skill Test.

Typing test on computer to assess the minimum typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi as per candidate's choice.

Stage-III [Multiple choice based screening test]

Syllabus:- General English, General Hindi, Quantitative Aptitude, Verbal and Non Verbal Reasoning, General Studies & Current Affairs, 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, , central government rules, office procedures.

Final Selection

Final merit list will be prepared as follows:- Stage- I (30%) + Stage-III (70%)

Note: Any guidelines/ instructions received from the MHRD till the date of completion of Selection Process may be made applicable.