

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

1.	Reference	Advt. No. IITR/Rect Cell/2025/2 dated 27-02-2025
2.	Name of Post	Junior Assistant (Group C)
3.	Mode of Recruitment	Direct Recruitment

Tier-I Examination (50 marks)

1. *The 2 hours Optical Response Sheet (ORS) based examination will comprise of multiple-choice questions with one correct answer.*
2. *One (1) mark will be awarded for each correct answer and minus one by three $\left(-\frac{1}{3}\right)$ mark for each incorrect answer.*
3. *The unanswered questions will not attract negative marks.*
4. *The question paper will have two sections, namely the General Section and the Post Related Section.*

General Section (25 Marks)

- **English Language:** Sentence Completion/Correction, Inferences, Reading Comprehension, English Grammar, Verbal Analogies, Critical Reasoning, Word Meaning, Synonyms and Antonyms
- **Mathematics and Numerical Ability:** General Mathematics - upto 10th Standard. Numerical Computation, Numerical Estimation, Numerical Reasoning, Data reasoning and Data Interpretation
- **General Knowledge:** Current Affairs, Indian History, Indian Polity, Indian Constitution, General Economics & Geography - upto 10th Standard
- **Computer Proficiency:** Knowledge of MS Windows and MS Office, Internet, and email system

Post Related Section (25 Marks)

Record and Files Management, Office Communication, Office Noting and Drafting, Accounts and Income Tax, GST, Store & Purchase, Office Automation, Team Management, Moral Ethics

Tier-II Examination (only for shortlisted candidates) (50 marks)

Job Oriented Test

The 75 minutes Computer Based Test will comprise the following:

- Typing skill test (Hindi and English) to test typing efficiency and quality.
- Skill test related to MS Office.
- Comprehension and note sheet writing (Hindi or English) for testing drafting and writing skill.

Note: For Hindi typing Remington & Inscript keyboard layouts will be available. Arial Unicode font **OR** Mangal Unicode font is to be used.

Keyboard layout can be downloaded from Institute website <https://www.iitr.ac.in/hindicell>