INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600036.

Advertisement No. IITM/R/1/2024 dated 10.02.2024

Syllabus & Scheme of Examination

Post: Assistant Security Officer

Syllabus

LEVEL-1 Computer-Based MCQ Test   (100 Marks)

SECTION – A   **(30 marks)**

General knowledge, Quantitative Aptitude and Reasoning Ability, General English & Communication skills.

SECTION – B   **(20 marks)**

General Financial Rules; CCS (Leave) Rules, CCS (conduct) and CCS (CCA) rules; Right to Information Act; security outsourcing contract and contract administration; Sexual Harassment of Women at Workplace Act 2013.

SECTION – C   **(50 marks)**

Security enforcement and Management:

- Security Enforcement and Management: Physical protection systems and measures- Intruder protection systems, monitoring, and communication
- Personal, material and vehicle access control systems and management.
- Material Gate Pass System
- Dealing with emergencies such as theft, fire accidents and road accidents
- Basic Fire Fighting and First Aid
- Event Management on special occasions
- Protocol and security management during VVIP visits.
- Security patrolling and static security posts
- Surveillance systems, perimeter protection, patrolling & computerized pass systems.

LEVEL-2 – Physical & Driving Test   (50 Marks)

- Running – Short distance (100 mtrs sprint) & 1 KM Run
- Sit-up / Push-up
- Fire Fighting, Safety & First Aid
- LMV driving skills

LEVEL-3 – Skill Test   (50 Marks)

- English language- communication skills-comprehension and report/letter writing skills.
- Computer Proficiency: MS Office and sending email with attachments.

Scheme of Examination :

Level	Type of Test	Time	No. of Questions – Max. Marks	Weightage for the final result
Level -1	Computer-Based MCQ Test	Time: 120 Minutes	100 Objective Questions – 100 Marks	50 %
Level – 2	Physical & Driving Test	Time : 120 Minutes	50 Marks	30%
Level – 3	Skill Test	Time : 60 Minutes	50 Marks	20%

- A minimum of 5X candidates shall be shortlisted (for X number of posts advertised) for the Level-2 Physical Test and Level-3 Skill Test, based on their performance in the Level-1 Computer-Based MCQ Test.

NOTE :

a) The questions shall generally be on the minimum qualification (Graduation) Level
b) There shall be no negative marking for wrong answers

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