INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600036.

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

Syllabus & Scheme of Examination

Post: Junior Superintendent

Syllabus

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

PART – A **(40 Marks)**

- **General Aptitude:** Arithmetic & Numerical Ability, Quantitative Aptitude, General English, Comprehension, Data Interpretation, Logical Reasoning, General Knowledge & Current Affairs, including the Constitution of India.

PART – B **(60 Marks)**

- **Academic Administration in IITs:** Act and Statutes, Role and Functions of Statutory Bodies (BoG, FC, Senate, BWC), Academic Programmes, Ordinances & Regulations, etc.
- **Service Rules and Acts:** FR & SR, CCS(CCA) Rules, TA Rules and LTC, CCS (Conduct) Rules, CCS(Leave) Rules, CCS (Pension) Rules , Revised Pay Rules, Allowances, Right to Information Act, 2005, NEP 2020, Reservations in recruitment, Sexual Harassment of Women at Workplace Act 2013.
- **Finance & Purchase Rules:** GFR 2017, GeM**,** GST**,** Budgeting, Accounting and Audit in CABs**,** Income Tax Act 1961 along with Finance Act 2024, GPF and NPS provisions, Public Financial Management System (PFMS)

Level – 2 Descriptive and Skill test **(60 Marks)**

Descriptive Test - Syllabus as above (Level-1), Letter writing, Noting & Drafting, and Essay writing.

Skill Test - **Computer Proficiency**: MS Office, sending email & basic knowledge about Database systems and Proficiency in Typing

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	70 %
Level – 2	Descriptive & Skill Test	Time: 90 minutes	06 Descriptive Questions – 60 Marks	30 %

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

NOTE :

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

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