

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036
Advertisement No. IITM/R/4/2021 dated 21.07.2021

RECRUITMENT FOR THE POST OF JUNIOR SUPERINTENDENT

Syllabus for 2 Levels of selection process

Level – 1 Test: Syllabus for Multiple Choice Questions (MCQ) Test:

- **General Aptitude:** Arithmetic & Numerical Ability, Quantitative Aptitude, General English, Data interpretation, logic and reasoning, General Knowledge & Current Affairs, Comprehension.
 - **Academic Administration in IITs viz.,** 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, Pension Rules, RP Rules, Allowances, Right to Information Act, 2005, NEP 2020, Reservations, etc.
 - **Finance & Purchase Rules:** GFR 2017, GeM, GST, Budgeting and Audits, Income Tax Act, e-TDS, etc.
-

Results of Level-1 test will be published in the Institute recruitment portal <https://recruit.iitm.ac.in>

Level – 2 Test: Syllabus for Descriptive and Skill test

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.
