

Post of Junior Assistant: Direct Recruitment Examination
(Page No 16 in the Scheme of Syllabus for Competitive Examination
for Non-Teaching Group A, B and C Posts Displayed in the website)
(Advt No No.NITM.1/(2C-Estt)/MP/R-N/2022/820 Imphal, the 4th August, 2023)

I. Mode Selection: The mode of selection will be as follows:

Paper I and Paper II (Competitive Examination):

- i) Candidates fulfilling the minimum eligibility criteria will be considered provisionally eligible to appear for **Paper I and Paper II competitive examinations for 100 marks for each of the papers.** Candidates who secure the minimum qualifying marks in the Competitive written examination (**Paper-I**) shall only be called for typing test, which is of qualifying in nature.
- ii) Candidates, who qualify typing test, will be recommended for appointment, in order of merit, only on the basis of the total marks secured in both tests of the competitive examinations **Paper – I and Paper –II.**
- iii) Success in the examination confers no right of appointment.

II SCHEME OF EXAMINATION: The competitive written examination consist of two papers, **Paper I:** Competitive written examination (objective type) for 100 marks. **Paper II:** descriptive type examination based on the subject.

Paper I (Competitive written Examination) – Objective Type	Subject	Maximum Marks	Minimum qualifying Marks	Duration	Compensatory Time *
Part –A	General Aptitude and Reasoning	40	50	2 hours	40 minutes
Part -B	General Knowledge English	60			

Paper II (Competitive Examination) - Descriptive Type	Maximum Marks	Minimum qualifying Marks	Duration	Compensatory Time *
General office procedure, service rules and financial regulation, NIT Act and Statutes, FR/SR	100	50	45 minutes	20 minutes

*PwD candidates availing scribe/reader/lab assistant.

Typing test on Computer: The **typing test** is only of qualifying nature and this test will be in English and is conducted on computer using Microsoft word. The speed requirement is 35 w.p.m.

Indicative syllabus for Paper-I and Paper-II all papers for the post of Junior Assistant is given below:

INDICATIVE SYLLABUS:

Paper-I:

Part-A: General Aptitude & Reasoning: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Part-B: General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

Paper –II:

General Office Procedure of the finance and Accounts, NPS, Leave Rules, Travelling Allowance Rules of the Government of India, FR/SR, GF, NIT Act and Statues,

Typing Test: The Typing Test is of **qualifying nature**. It will be conducted in English to be administered on the Computer using Microsoft Word. The speed requirement is **35 w.p.m.** corresponds to 9000 key depressions per hour.

The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed compensatory time of 20 minutes.

Passage Dictators will be provided to each of VH candidates for the Computer Typing test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

Note:-

- 1 The question paper would be in English, the same medium of language must be used throughout.
- 2 Answer script of Paper- II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
- 3 There shall be negative marking for wrong answer in Paper-I to the tune of $\frac{1}{4}$ of marks allocated per question.