

Indicative Syllabus for written test and selection criteria for recruitment to the post of <b>Senior Assistant</b> Pay level 4 (Advt. No. NITM.1/(2C-Estt)/MP/R-N/2022/903, dated 11 <sup>th</sup> March 2025)	
Paper I	Paper II
<p><b>Part-A: General Aptitude &amp; Reasoning:</b> 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.</p> <p><b>Part-B: General English:</b> 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.</p> <p><b>Part-C:</b> 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.</p>	<p><b>Typing Test:</b> The Typing Test is of <b>qualifying nature</b>. It will be conducted in English to be administered on the Computer using Microsoft Word. The speed requirement is <b>35 w.p.m.</b> corresponds to 9000 key depressions per hour.</p> <p>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.</p> <p>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.</p>

Post Name: <b>Senior Assistant</b> – Scheme of Examination, Selection criteria and Instructions		
Scheme of Examination	Selection Criteria	Instructions
<p><b>Paper I:</b> Duration: 2 hours Marks: 100</p> <p><b>Paper II:</b> Duration: 1 hour Marks: 50</p>	<p>a) Candidates fulfilling the minimum eligibility criteria will be considered provisionally eligible to appear for the Paper I.</p> <p>b) Minimum qualifying mark for paper-I is 50 marks and Paper II is 25 marks.</p> <p>c) Candidates who secure the minimum qualifying marks in Paper I shall only be called for Paper II.</p> <p>d) Paper II is of qualifying in nature.</p> <p>e) Candidates, who qualify in Paper-II will be recommended for appointment, in order of merit, only on the basis of marks secured in paper I.</p> <p>f) Success in the examination confers no right of appointment unless the Institute is satisfied after conducting enquiry that the candidate is suitable in all respects of appointment to the service/post.</p>	<ul style="list-style-type: none"> <li>• Paper I consists of three parts, Part-A, Part-B, and Part-C. 30 multiple choice questions from part-A, 30 multiple choice questions from Part-B, 40 multiple choice questions from Part-C. One (1) mark will be awarded for each correct answer and minus one fourth (-1/4) mark awarded for the each incorrect answer.</li> <li>• The unanswered questions will not attract negative marks</li> <li>• Paper-II is of qualifying in nature.</li> <li>• Compensatory time for persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.</li> </ul>