

**Name of the Post: - Management Assistant**

The following shall be the scheme of examination and syllabus for the post of Management Assistant:-

**A. Scheme of Examination:-**

<b>Written Test</b>	<b>No. of Questions</b>	<b>Max. Marks</b>	<b>Duration</b>	<b>Components</b>
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence and Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language (v) Knowledge of GOI Rules & Regulations related to Administration, Accounts and Stores functioning

**\*20 min extra per hour would be given to PwD candidates.**

**B. Syllabus:-**

- I. General Awareness (15 Marks):-** Includes Questions relating to Indian History, Constitution of India, Indian Geography, Economics, Current Affairs, GOI Policies, Science & Scientific Research, Sports, Awards etc.
- II. General Intelligence and Reasoning (15 Marks):-** Includes Questions of both verbal & non-verbal types. Test may include questions on analogies, similarities, differences, blood relation, direction and distance, data interpretation, series compilation etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on simplification, decimals, fractions, LCM, HCM, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work etc.
- IV. Proficiency of Hindi OR English Language (15 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.
- V. Knowledge of GOI Rules & Regulations related to Administration, Accounts and Stores functioning (40 Marks):-** The Questions will broadly test knowledge on LTC Rules, CCS Leave Rules, Promotion/Upgradation, Service Book, FR & SR, Reservation in Services, CCS Conduct Rules, GFR 2017, Procurement through GeM, Budget and Accounts etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of graduate level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The merit list for each category will solely be prepared on the basis of marks obtained in the written examination.
5. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.

## Name of the Post: - Junior Assistant-II

The following shall be the scheme of examination and syllabus for the post of Junior Assistant-II:-

### A. Scheme of Examination:-

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language

**\*20 min extra per hour would be given to PwD candidates.**

### B. Syllabus:-

- I. General Awareness (25 Marks):-** Includes Questions will cover topics on Indian History, Art & Culture, Geography of India, Important Scientific Research, Sports, Awards etc.
- II. General Intelligence (25 Marks):-** Includes Questions of both verbal & non-verbal types i.e. analogies, symbolic operations, similarities, differences, word building, problem solving, number classification, number series figural series etc.
- III Quantitative Aptitude (25 Marks):-** Includes Questions on Arithmetic.
- IV Proficiency of Hindi OR English Language (25 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of 12<sup>th</sup> pass or equivalent level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The candidates securing minimum qualifying marks in the written examination, as decided by the Institute, will be subjected to the typing test.
5. The typing test will be of qualifying nature and the marks secured in the said test will not be considered for preparing the final merit list. It is mandatory for the candidates to qualify the typing test. The scheme of typing test will be notified later on the Institute's website.
6. The merit list will solely be prepared on the basis of marks obtained in the written examination.
7. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, then the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.

**Name of the Post: - Skilled Work Assistant**

The following shall be the scheme of examination and syllabus for the post of Skilled Work Assistant:-

**A. Scheme of Examination:-**

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence & Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language

**\*20 min extra per hour would be given to PwD candidates.**

**B. Syllabus:-**

- I. General Awareness (25 Marks):-** Include Questions relating to Indian History, Constitution of India, Geography, Economics, Sports, Current Affairs etc.
- II. General Intelligence & Reasoning (25 Marks):-** Includes Questions of non-verbal type i.e. Questions on analogies, similarities, differences, arithmetical number series, non-verbal series etc.
- III. Quantitative Aptitude (25 Marks):-** Includes Questions on basic arithmetic.
- IV. Proficiency of Hindi OR English Language (25 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of matric level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The merit list for each category will solely be prepared on the basis of marks obtained in the written examination.
5. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.

**Name of the Post: - Technical Officer-I**

The following shall be the scheme of examination and syllabus for the post of Technical Officer-I:-

**A. Scheme of Examination:-**

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence and Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language (v) Subject Knowledge

**\*20 min extra per hour would be given to PwD candidates.**

**B. Syllabus:-**

- I. General Awareness (15 Marks):-** Includes Questions relating to Indian History, Constitution of India, Indian Geography, Economics, Current Affairs, Science & Scientific Research, Sports, Awards etc.
- II. General Intelligence and Reasoning (15Marks):-** Includes Questions of both verbal & non-verbal types i.e. Questions on analogies, similarities, differences, relationship concepts, arithmetical reasoning, verbal and figure classification, problem solving, decision making, arithmetical number series etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on simplification, decimals, fractions, LCM, HCM, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work etc.
- IV. Proficiency of Hindi OR English Language (15 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.
- V. Subject Knowledge (40 Marks):-** The Questions will broadly cover topics on various disciplines of Science i.e. Chemistry, Physics, Biology, Medical Laboratory Technology etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of B.Sc. level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The merit list for each category will solely be prepared on the basis of marks obtained in the written examination.
5. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.



## Name of the Post: - Technician-I

The following shall be the scheme of examination and syllabus for the post of Technician-I:-

### A. Scheme of Examination:-

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence and Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language (v) Subject Knowledge

**\*20 min extra per hour would be given to PwD candidates.**

### B. Syllabus:-

- I. General Awareness (15 Marks):-** Includes Questions relating to Indian History, Constitution of India, Indian Geography, Economics, Current Affairs, Science & Scientific Research, Sports, Awards etc.
- II. General Intelligence and Reasoning (15Marks):-** Includes Questions of both verbal & non-verbal types i.e. Questions on analogies, similarities, differences, relationship concepts, arithmetical reasoning, verbal and figure classification, problem solving, decision making, arithmetical number series etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on simplification, decimals, fractions, LCM, HCM, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work etc.
- IV. Proficiency of Hindi OR English Language (15 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.
- V. Subject Knowledge (40 Marks):-**

**For Laboratory:-** Includes Questions on Medical Lab Technology, Hematology & Clinical Pathology, Biochemistry, Microbiology etc.

**For Engineering:-** Includes Questions on Basic Concepts of Electrical and Electronics & Telecommunication Trade.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of DMLT/B.Sc./Diploma/ ITI level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The merit list for each category will solely be prepared on the basis of marks obtained in the written examination.
5. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidate have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.

## Name of the Post: - Technician-II

The following shall be the scheme of examination and syllabus for the post of Technician-II:-

### A. Scheme of Examination:-

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence and Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language (v) Subject Knowledge

**\*20 min extra per hour would be given to PwD candidates.**

### B. Syllabus:-

- I. General Awareness (15 Marks):-** Includes Questions relating to Indian History, Constitution of India, Indian Geography, Economics, Current Affairs, Science & Scientific Research, Sports, Awards etc.
- II. General Intelligence and Reasoning (15Marks):-** Includes Questions of both verbal & non-verbal types i.e. Questions on analogies, similarities, differences, relationship concepts, arithmetical reasoning, verbal and figure classification, problem solving, decision making, arithmetical number series etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on simplification, decimals, fractions, LCM, HCM, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work etc.
- IV. Proficiency of Hindi OR English Language (15 Marks):-** The test will include questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.
- V. Subject Knowledge (40 Marks):-** Includes Questions on Basic Concepts of Electrical Trade.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of ITI level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The merit list for each category will solely be prepared on the basis of marks obtained in the written examination.
5. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.

**Name of the Post: - Tradesman (Plumber)**

The following shall be the scheme of examination and syllabus for the post of Tradesman (Plumber):-

**A. Scheme of Examination:-**

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	100	100 (Each Question carries 1 Mark)	2 hours (120 Minutes)	(i) General Awareness (ii) General Intelligence and Reasoning (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language (v) Subject Knowledge

**\*20 min extra per hour would be given to PwD candidates.**

**B. Syllabus:-**

- I. General Awareness (15 Marks):-** Includes Questions relating to Indian History, Constitution of India, Indian Geography, Economics, Current Affairs, Science & Scientific Research, Sports, Awards etc.
- II. General Intelligence and Reasoning (15Marks):-** Includes Questions of both verbal & non-verbal types i.e. Questions on analogies, similarities, differences, relationship concepts, arithmetical reasoning, verbal and figure classification, problem solving, decision making, arithmetical number series etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on basic arithmetic.
- IV. Proficiency of Hindi OR English Language (15 Marks):-** Includes Questions on basic knowledge of language i.e. ability to read and write.
- V. Subject Knowledge (40 Marks):-** Includes Questions on basic concepts of Plumbing Trade etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of VII<sup>th</sup> pass/ITI level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The candidates securing minimum qualifying marks in the written examination, as decide by the Institute, will be subjected to the trade test.
5. The trade test will be of qualifying nature and the marks secured in the said test will not be considered for preparing the final merit list. It is mandatory for the candidates to qualify the trade test. The scheme of trade test will be notified later on the Institute's website.
6. The merit list will solely be prepared on the basis of marks obtained in the written examination.
7. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.