



राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)
 हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

SYLLABUS FOR JUNIOR ASSISTANT

GENERAL ENGLISH: Comprehension with blanks to be filled in with Phrases, Pronouns, Homonyms / Homophones, Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences, One word substitutes, Models, Articles, Clauses, Synonymous and Antonyms, Idioms and Phrases, Precise writing, Noting/ Drafting, Letter/Email Communication on a given context.

OFFICE PROCEDURES

Knowledge of NITs and their Act and Statutes, Basic knowledge about academic admission procedures and academic programmes of NITs, Basic knowledge of Central Govt. rules relating to establishment matters, service rules and leave rules, deputation, pay fixation rules, LTC, pension rules, CCS (CCA) rules, New Pension Scheme, RTI, GFR-2017. File Maintenance and Record Keeping.

NUMERICAL APPTITUDE ARITHMETIC

Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root and Cube root, Interest, Ratio, Time and Distance, Problem on Ages, Clock and Other Basic Arithmetic Related Matters.

REASONING AND DATA INTERPRETATION

Number Series Compilation, Missing Number Finding, Continuous, Pattern Series, Direction Sense Test, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Syllogisms, Letter And Symbol Series, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Analogies, Pie Chart and Bar Chart

COMPUTER LITERACY

Characteristics of Computer, Computer Organization, Input/output Devices, Computer Software-Relationship between Hardware and Software, Operating Systems, MS-Office (exposure of Word, Excel/spread sheet, Power point), Digital Signature, Application of information technology in Government for e-Governance, mobile/Smartphone, Information tasks