



## **Selection Process for the post of Junior Superintendent (Post Code 02)**

(Staff Recruitment Advt. No: IITDH/Admin/Staff Recruitment/24/2022-23 dated 01<sup>st</sup> February 2023)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 30<sup>th</sup> March 2023 (Thursday). The venue for Written Test is IIT Dharwad, WALMI Campus, Belur Industrial Area, Near High Court Bench, Pune - Bengaluru Road, Dharwad, Karnataka. The final selection of the candidates will be based on the performance in the Written Test.

### **Examination Pattern and Syllabus:**

<b>Part A</b>	<b>Objective Type</b>			
<b>Section</b>	<b>Topics/Subjects</b>	<b>No. of Questions</b>	<b>Total Marks</b>	<b>Time duration</b>
1	General Awareness, Reasoning, Quantitative Aptitude	30	30	2.5 Hours
2	Communication Skills	20	20	
3	Computer Literacy	10	10	
4	Understanding of Government Rules and Regulations	60	60	
	<b>Total</b>	<b>120</b>	<b>120</b>	
<b>Part B</b>	<b>Descriptive Type</b>			
5	Letter writing, Noting and drafting	02	30	
	<b>Total Marks</b>		<b>150</b>	

\* 0.25 Negative Marks for every wrong answer in objective type test.

Broad areas of syllabus for each section are as follows:

<b>Section</b>	<b>Topics/Subjects</b>	<b>Broad syllabus</b>
1	General Awareness, Reasoning, Quantitative Aptitude	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs, sports, reasoning and quantitative aptitude etc.
2	Communication Skills	Synonyms, grammar, sentence correction/completion, vocabulary etc.
3	Computer Literacy	Basic tools such as Microsoft Word, Excel etc., general computer terminology, basic software and hardware questions, basics of networking and internet etc.
4	Understanding of Government Rules and Regulations	The written test will be based on office procedure, General administration, Fundamental Rules, Supplementary Rules, GFR, Academics, Finance & Accounts and procurement policy of Government of India and so on.,
5	Letter Writing, Noting and drafting	Letter Writing, Noting and drafting on Government Rules and Regulations