



Non-Faculty Advt.No. IIITS//RC/NT/2025/04, dt.16 July, 2025

Post : Junior Assistant

Syllabus & Scheme of Examination

Level – I

Part – A:

1. General English Language, Grammar and Usage.
2. General Awareness and Current Affairs
3. Quantitative Aptitude
4. Mental Ability and Reasoning

Part – B:

1. **Academic Administration:** Admissions, Ordinances & Regulations of various programs, Scholarships/Fellowships, NEP, etc.
2. **General Administration & Recruitment:** Office Procedures, Conduct Rules, Medical Attendance Rules, RTI, Reservations and Concessions in appointments, etc.
3. **Establishment Matters:** Leave rules, Leave Travel Concession, TA/DA, HRA, Children's Education Allowance, etc.
4. **Purchase & Stores:** Procurement for Goods & Services, Works contract, Tender processing, GeM procedures, CPPP, Inventory Management, etc.
5. **Finance & Accounts:** GFR-2017, Financial Accountancy, Income Tax, GST, NPS, Audit, Treasury Single Account System, Public Financial Management System (PFMS), Financial Statements for Central Autonomous Bodies and Higher Educational Institutions, etc

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Misc: Manual of Office Procedures for the Finance & Accounts, Administration, NPS, Leave Rules, RTI act, Central Pay commission Rules, DoPT rules, IIIT Sri City Statutes, IIIT Act, General English, GK, Verbal, Non-Verbal, Test of Reasoning/ Logical Reasoning.

Level – II

1. Comprehension
2. Academic Administration
3. General Administration & Recruitment
4. Establishment Matters
5. Purchase & Stores
6. Finance & Accounts

Level -III (Qualifying in Nature)

1. Typing Test.
2. Proficiency in Computers like MS Office (Word, Excel, PowerPoint), Internet applications, etc.

Note: All the above tests will be based on the above-mentioned syllabus, with equal weightage given to Level-I and Level-II for the purpose of the merit list. However, the Level-III test is qualifying in nature.