



Selection Process for the post of Junior Superintendent

(Staff Recruitment Advt. No: IITDH/Admin/Staff Recruitment/26/2023-24 dated 12th September 2023)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 2nd November 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:

Part A	Objective Type			
Section	Topics/Subjects	No. of Questions	Total Marks	Time duration
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	
	Total	120	120	
Part B	Descriptive Type			
5	Letter writing, Noting and drafting	02	30	
	Total Marks		150	

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

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
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