भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Recruitment for Non-Faculty Positions
(REF. NO. EST-I/A-02/2024/001 DATED MARCH 13, 2024)

Ref. No. IIMT/NT-R/2024/002   October 18, 2024

PATTERN OF SELECTION PROCESS TO THE VARIOUS GROUP B AND C NON-FACULTY POSITIONS

Sl. No.	Name of the Post	Pattern of Test	Weightage
1	Assistant Administrative Officer	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
2	Administrative Assistant	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
3	Junior Assistant	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
4	Accountant Gr-I	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
5	Junior Accountant	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
6	Senior Library & Information Assistant	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
7	Junior Library & Information Assistant	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
8	Junior Systems Engineer Gr-II	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
9	Junior Technical Assistant (IT)	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%
10	Junior Engineer – Electrical – Gr II	Screening Test	Only Qualifying in Nature
		Skill/Trade Test	Only Qualifying in Nature
		Main Test	100%

SELECTION PROCESS FOR THE VARIOUS GROUP B & GROUP C NON-FACULTY POSITIONS

The Screening Test, Skill/Trade Test, and Main Test for the provisionally shortlisted candidates for the non-faculty post (s) of various Group B & Group C Positions (as stated in the above Table) are scheduled to be held from October to December 2024 at IIM Tiruchirappalli, Tiruchirappalli. The details regarding the Date and Time of the Screening Test were published in the Institute website already. The details regarding the Date and Time of Stage II (Skill/Trade Test) and Stage III (Main Test) shall be uploaded to the Institute website shortly. The Modalities of the Selection Process and Syllabus for the Skill/Trade Test, and the Main Test of the said post(s) are enclosed in ANNEXURE – A & ANNEXURE – B.

ANNEXURE – A

MODALITIES OF THE SELECTION PROCESS

The various stages of the selection process are given below:

Stage I: Screening Test (No Weightage – Only Qualifying in Nature)

- The Candidates will have to appear for a Screening Test as per the schedule.
- The Candidates will be shortlisted for Stage II, based on their performance in the Screening Test. The Institute reserves the right to decide the number of shortlisted candidates as per the vacancy positions advertised.
- The Stage I is for screening purpose only, and does not have any weightage in the preparation of the Merit List/Rank List.

Stage II: Skill/Trade Test (No Weightage – Only Qualifying in Nature)

- The shortlisted candidates from Stage I will be allowed to appear for the Skill/Trade Test which is qualifying in nature, after Certificate Verification.
- The Stage II Tests do not have any weightage in the preparation of the Merit List/Rank List.
- Stage II Test for all positions may be conducted on Paper and/or Practically in the Field and/or Oral Speaking or Conversation and/or Laboratories and/or Computer, etc.
- The candidates who do not qualify in the Skill/Trade Test will not be eligible for further selection process.

Stage III: Main Test (Weightage – 100%)

- The candidates who clear (qualify) the Skill/Trade Test will be shortlisted for the Main Test.

Note:

- Certificates will be verified on the day of the Skill/Trade Test. Candidates failing to produce original certificates/documents in support of their claim as mentioned in the duly filled-in online application at the time of verification will not be permitted to attend the Skill/Trade Test.

- Multiple Choice Questions shall be part of the Screening Test and Main Test. Each Questions Carries 1 Mark. There will be a negative marking @ 1/4th mark for each wrong answer.

- Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India. Eligible PwBD candidates are entitled to compensatory time of 20 minutes per hour.

- The total marks secured by the candidates shall be taken as it is and they shall not be rounded off. For example, the candidates should not round off their marks to calculate their scores. If the marks are 39.75 or 34.75, they shall remain the same in decimals and not rounded off to the nearest number like 40 or 35.

- Candidates must fully satisfy themselves about their eligibility as prescribed in the recruitment notification as cited above, before appearing in the selection process. If any candidate is inadvertently allowed to appear for the Selection Process who otherwise does not fulfill the minimum eligibility requirements as per the respective post (s), the candidate cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.

- In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIM Tiruchirappalli shall be final and binding.

- All the Shortlisted Candidates are advised to regularly visit the Institute Website for further updated information, if any.

Disclaimer: It is informed to all the shortlisted candidates that the decision of the Institute, to issue a Hall Ticket to the shortlisted candidates is purely provisional and does not confer any acceptance of their claim, made in the application. The Institute reserves its right to reject the candidature at any stage of the recruitment.

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Indian Institute of Management Tiruchirappalli

Recruitment for Non-Faculty Positions
(REF. NO. EST-I/A-02/2024/001 DATED MARCH 13, 2024)

A. Assistant Administrative Officer

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
2. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
3. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
4. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Government Rules including FR/SR, Deputation, Establishment, Reservations and Concessions in Appointments, Disciplinary, Leave Rules, Pay Fixation Rules, LTC, Pension Rules, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, GFR 2017, Travelling Allowance Rules, Prohibition of Sexual Harassment of Women at Workplace, Audit of Autonomous Bodies, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, General System of Financial Management, Accreditation.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

B. **Administrative Assistant**

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Typing Test on Computer to access the minimum Typing Speed of 35 w.p.m. in English**.**
2. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
3. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
4. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
5. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Government Rules including FR/SR, Reservations and Concessions in Appointments, Leave Rules, Pay Fixation Rules, LTC, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, GFR 2017, Prohibition of Sexual Harassment of Women at Workplace, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, General System of Financial Management, Accreditation.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

C. Junior Assistant

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Typing Test on Computer to access the minimum Typing Speed of 35 w.p.m. in English**.**
2. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
3. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
4. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
5. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)
1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)
1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, File Maintenance, Recordkeeping, Government Rules including FR/SR, Reservations and Concessions in Appointments, CCS (Leave) Rules 1972, Prohibition of Sexual Harassment of Women at Workplace, Leave Travel Concession, TA/DA, HRA, Children's Education Allowance, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

D. Accountant Gr-I

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Advanced MS Excel, TALLY/ e-TDS/ Other Accounting Software, General accounting/ Payroll Reporting.
2. Features in TALLY; Pre- defined Ledgers/Defined Ledgers; Account Book; e-TDS.
3. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
4. Computer Proficiency Test for the test of working knowledge of MS Word, PowerPoint, Access, Internet, and E-mail Communication.
5. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
6. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

1. **Budget:** Principles of Budgeting; Budget Formulation; Performance & Outcome Budget; Budgetary Control.
2. **Internal Audit:** Concepts/ Objectives/Principle & Techniques of auditing; Type of Audit: Performance Based, Risk Based Audit, etc.; Internal Control system; Sampling in Auditing; Use of IT in Audit
3. **Accounting:** Theory base of Accounting; Capital & Revenue Expenditure – Classification; Classification of Vouchers; Accounting Equation, Double Entry System; Preparation of Trial Balance & Rectification of Errors; Adjustment Entries, Preparation of Income & Expenditure Accounts; Preparation of Final Accounts, Bank reconciliation Statement – meaning and preparation; Cash based & Accrual based system of Accounting; Measurement of Income; Indian Accounting Standards for Non-Profit Organization; Financial Statement of Central Autonomous Bodies
4. **Analysis of Financial Statement:** Fund Flow & Cash Flow statement; Ratio Analysis
5. **Other Misc. Topics:** Income Tax Act with focus on Salary Income, e-TDS.; Goods &

Service Tax – meaning, returns, Reverse Charges, etc.; General Financial Rules – 2017; Fundamental Rules & Service Rules like, TA, LTC, HRA, Leave rules, etc.; Scholarship-overview (in the context of IIM Tiruchirappalli); New Pension Scheme – concepts, how to remit the fund and others details; overview of PFMS and TSA.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

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Indian Institute of Management Tiruchirappalli

E. Junior Accountant

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Advanced MS Excel, TALLY/ e-TDS/ Other Accounting Software, General accounting/ Payroll Reporting.
2. Features in TALLY; Pre- defined Ledgers/ Defined Ledgers; Account Book; e-TDS.
3. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
4. Computer Proficiency Test for the test of working knowledge of MS Word, PowerPoint, Access, Internet, and E-mail Communication.
5. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
6. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

1. **Accounting:** Theory base of Accounting; Capital & Revenue Expenditure – Classification; Classification of Vouchers; Accounting Equation, Double Entry System; Preparation of Trial Balance & Rectification of Errors; Adjustment Entries, Preparation of Income & Expenditure Accounts; Preparation of Final Accounts, Bank reconciliation Statement – meaning and preparation; Cash based & Accrual based system of Accounting; Measurement of Income; Indian Accounting Standards for Non-Profit Organization; Financial Statement of Central Autonomous Bodies.

2. **Costing**: Questions shall test the knowledge of various costing methods and techniques.

3. **Income tax**: Questions shall test the practical knowledge of filing TDS quarterly returns, personal income tax, various sections of taxation pertaining to TDS and individual tax computations.

4. **GST**: Questions shall test the practical knowledge of filing GST returns and rules for input credit.

5. **NPS, CPF**: Questions shall test the awareness of the rules of NPS and CPF.

6. **Allowances to Government employees**: Candidates should be aware of Central Government rules relating to allowances to employees.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

F. Senior Library & Information Assistant

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Knowledge of library management software.
2. Digital library software, tools, electronic library services, etc.
3. Knowledge of content management systems, Website designing, Web 3.0, RFID, AI/ML, AR, VR, etc.
4. Working knowledge of Koha/DSpace and other library management and digital library software.
5. Database search and Literature search.
6. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
7. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
8. Test on Noting and Drafting.
9. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).
10. COUNTER metrics

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Library Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

Library Procedures and Practices, Library information and society, Information processing and organization, Management of library information centres, Application of IoT, Information sources and services, Information retrieval system, Information Communication Technology (ICT) and its applications in library and information services, Library automation and digital libraries, IPR and legal issues - categories, conventions, treaties, laws, etc., Research methodology, Open access and scholarly communications, Emerging trends in library and information services, Procurement/Subscription of Books/ eBooks/E-Journals/Archives/E-Resources, ERM, library analytics etc. Budgeting methods, Knowledge Organisation, Metrics and other related subjects to LIS.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

G. Junior Library & Information Assistant
SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Knowledge of library management software.
2. Digital library software, tools, electronic library services, etc.
3. Knowledge of content management systems, Website designing, Web 3.0, RFID, AI/ML, AR, VR, etc.
4. Working knowledge of Koha/DSpace and other library management and digital library software.
5. Database search and Literature search.
6. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot).
7. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
8. Test on Noting and Drafting.
9. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.)
10. COUNTER metrics

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)
1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)
1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

Library related Legislations and Acts, Information and Society, Reference & Information Sources and Services, Information and Communication Technology in Libraries, Classification and Cataloguing, Library Management and Electronic Resource Management, Library Automation, Digital Library and Library Resources, Library Procedures and Practices, Library information and society, Information processing and organization, Information sources and services, Information retrieval system, Information Communication Technology (ICT) and its applications in library and information services, Emerging trends in library and information services, Procurement/Subscription of Books/ eBooks/E-Journals/ Archives/ E-Resources, etc. Resource sharing, Library Consortium, and other related disciplines to LIS.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

H. Junior Systems Engineer Gr-II
SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Configuration and administration of the Firewall
2. Configuration and administration of Link Load Balancer
3. Configuration and administration of Network Switches
4. Configuration and administration of Wi-Fi Controller and Access Points
5. Configuration and administration of Servers (Platforms: Windows and Linux)
6. Knowledge in the administration of VoIP, DVMS, Cache Servers, IPAM, cPanel, Database(s), etc.
7. Oral Speaking/Conversation Test in English on Various Topics of General Interest (Technical/Non-Technical) (On-Spot).
8. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)
1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)
1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work.
3. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)
1. **Basics of Web and Programming:** Internet and World Wide Web, HTTP Servers, HTTP Sessions, SSL Certificates, HTTP and HTTPS Protocols, Web Browsers, URL, HTTP Error Codes, Front End and Back-end Technologies, Programming Languages, SEO, **Database:** DBMS**,** Knowledge of SQL Query and Connectivity with frontend, MySQL DB administration.

2. **Computer Management:** Dual BIOS, and BIOS settings (MBR vs. GPT), Basic Linux commands, Basic DOS commands, Administrative tools, Diagnose and resolving issues related to PCs and Laptops, Safety Measures (tools), Maintenance of licenses, Drivers/software/packages installations in Linux/windows/MACs, Puppet/Remote Management, Application troubleshooting.

3. **Network Management:** OSI and TCP/IP Model, IPv4 and IPv6 (Internet Protocol), IPv4 Subnetting, VLAN, Network Topology, Network Protocol, Type of Network Devices, TCP/UDP, Routing (static as well as dynamic), Commands for switch configurations, Wireless LANs, Wireless LAN 802.11 Service Set, Authentication Methods along with DHCP and DNS.

4. **Security:** Firewall features and configuration, VPN, Network resilience, SD-WAN, Cloud security, Email security, Network Access Control, Sandboxing, Wireless Security, Port Security, VAPT, IPS etc.

5. **Server Administration:** Application *Server*, Database *Server*, File *Server*, DNS, FTP, Proxy *Server*, Mail *Server*, Web *Server,* Virtual Machine (VM), Telnet, VPS, Cloud Server, Google workspace, IPAM, Cache Server, SAN, NAS, SaaS.

6. **Audio Visual Automation and other campus Infrastructures:** Planning, Designing and development of Audio Visual Infrastructure for classrooms, Smart Classrooms, Interactive Displays, HD Base T, AV over IP, Voice lift, AV switchers, AV Processors, Dante, Collaborative learning, DSP, AEC, VoIP, DVMS.

7. **Data Science, Machine Learning and AI:** Basic Statistical properties of Data, Data Mining and Data Wrangling, Data Visualization, Artificial Intelligence and Machine Learning, Logic, Supervised and unsupervised Machine Learning, Linear Regression, Logistic Regression, Applications of AI (NLP, Computer Vision, IoT etc.).

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

I. JUNIOR TECHNICAL ASSISTANT (IT)

SYLLABUS - SKILL TEST
(Qualifying in Nature)

(50 MARKS)

1. Configuration, administration and troubleshooting of the Firewall
2. Configuration, administration and troubleshooting of Network Switches
3. Configuration and administration of Servers (Platforms: Windows and Linux)
4. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
5. Oral Speaking/Conversation Test in English on Various Topics of General Interest (Technical/Non-Technical) (On-Spot).

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)
1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute

Part – B
(Descriptive – 40 Marks)
1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Initiating of Proposals related to Office Work
3. Office Noting and Drafting

Part – C
(Descriptive – 50 Marks)

1. **Computer Fundamentals:** Computer Hardware, Computer Handling & Troubleshooting, Administrative tools in Windows 11, Remote management.
2. **Computer Networks:** Basics of computer networks/ LAN, MAN, WAN Technologies OSI model, Protocols in Application layer, Wi-Fi, TCP/IP, Network Topologies, VLAN, Basics of IPv4 and IPv6, IPv4 Subnetting, Routing Protocols, Switch and Router configurations.
3. **System Administration:** Administration of MS Windows Servers and LINUX, DNS, DHCP, Web Server, Proxy Server, Mail Server, Active Directory, LDAP, and external storage technologies, Application deployment, Virtualization.
4. **Programming:** Knowledge in Programming languages and Web application development, HTML, PHP, Scripting Languages, ASP.NET, SQL Queries, DBMS – MySQL.
5. **Information Security:** Security measures, security policies and procedures, monitoring processes and systems, Security appliances, UTM, Firewall, Email security, Wireless Security, Cyber Security, VAPT, NAT, VPN.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

J. Junior Engineer – Electrical – Gr II

SYLLABUS - SKILL TEST
(Qualifying in Nature)   (50 MARKS)

1. Identification of Electrical equipment including switchgear & protective devices, Measurement of electrical parameters, electrical control drawing/single line diagram (SLD) drawing preparations, fault characterization & location identification, safety regulations, Draft proposal preparation for estimation of electrical wiring & other electrical related items, Drawing of SLD.
2. Work procedure as per CPWD guidelines.
3. Knowledge of MS Office (Word/Excel/PowerPoint)
4. Test on Noting and Drafting.
5. Internet and Email, Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.)
6. Oral Speaking/Conversation Test in English on Various Topics of General Interest (On-Spot)
7. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.

SYLLABUS - MAIN TEST

(100 MARKS)

Part – A
(Multiple Choice Questions - 10 Marks)

1. Knowledge of IIMs and their Regulations, Act, and Rules, etc.
2. Broad idea about admission and registration procedures and academic programmes offered by the Institute.

Part – B
(Descriptive – 40 Marks)

1. English Language and Comprehension - Paragraph Summary, Letter Writing, Reading Comprehension & Inferences, Essay Writing, Paragraph Writing on Various Topics of General Interest, Critical Reasoning, Email Drafting, Situational Questions, etc.
2. Office Noting and Drafting.

Part – C
(Descriptive – 50 Marks)

1. Basic Electrical Engineering
2. Magnetic Circuit and AC Fundamentals
3. Measurement and Measuring instruments
4. Electrical Machines, D.C. Machine, Single Phase and Three phase induction Transformers, Fractional Kilowatt Motors, single phase induction Motors, Three phase induction Motors, Synchronous Machines
5. Generation, Transmission, Distribution, and System Protection
6. Estimation and Costing
7. Utilization of Electrical Energy and Electrical Engineering Materials
8. Power Systems
9. Air-conditioning and Refrigeration, Heating, Ventilation and Air-conditioning (HVAC)
10. Earthing
11. Basic Electronics.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.