Selection Process for the post of Junior Superintendent

(Staff Recruitment Advt. No.: IITDh/Admin/SR/29/2024-25 dated 26th August 2024)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 9th June 2025 (Monday). The venue for the Written Test is IIT Dharwad, Chikkamalligawad, Dharwad, Karnataka.

The Part B (Descriptive Type) of the written test will be evaluated only for those candidates who qualify the Part A (Objective Type) of the written test as per the benchmark decided by the Selection Committee.

The final selection of the candidates will be based on the performance in the Written Test (Part A & Part B), subject to verification of the original documents and confirmation of eligibility criteria.

The details for the Document Verification will be informed in due course of time.

Examination Pattern and Syllabus:

Part A	Objective Type [MCQ]			
Section	Topics/Subjects	No. of Questions	Total Marks	Time duration
1	General Awareness	10	10	
2	English	20	20	
3	General Aptitude Test	20	20	
4	Information Technology Knowledge	20	20	
5	Understanding of Government Rules and Regulations	30	30	2 Hours
	Total	**100**	**100**	
Part B	Descriptive Type			
6	Letter writing, Noting and Drafting	02	30	
	Total Marks		**130**	

Note: 0.60 Negative Marks for every wrong answer in the MCQ test.

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
1	General Awareness	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs, sports, etc.
2	English	Synonyms, grammar, sentence correction/completion, vocabulary etc.
3	General Aptitude Test	Reasoning and Quantitative Aptitude
4	Information Technology Knowledge	Basic Computer Terminology, Computer Hardware and Software, MS Word and MS Excel, MIS, Storage and Operating Systems, Safety and Security of Computer Systems, E-mail and Internet Usage, Search Engines, Common AI tools for administration, etc.
5	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.,
6	Letter Writing, Noting and drafting	Letter Writing, Noting and drafting on Government Rules and Regulations