National Institute of Technical Teachers Training and Research
Ministry of Education, Government of India, Taramani, Chennai 600 113
राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
शिक्षा मंत्रालय, भारत सरकार, तरमणि, चेन्नई 600 113

Recruitment of Senior Secretariat Assistant (Jr. Auditor) - Exam Pattern 2023

Date of Exam: 17th December 2023   **Venue: Chennai**

Particulars	Phase I	Phase II
Exam mode	Online Written Test (Computer Based Test)	Online Written Test (Computer Based Test)
Exam type	Objective type – Multiple Choice Questions	Objective type – Multiple Choice Questions
Exam duration	**2.00pm – 3.30 pm** (90 Minutes)	**4.30 pm – 6.00 pm** (90 Minutes)
Language of paper	English	English
Number of questions	*(see table below)*	*(see table below)*
Total marks	100	100

Phase I – Number of questions

Subject	No. of Questions
General Intelligence	20
General Awareness	20
Quantitative Aptitude (Basic Arithmetic Skill)	20
English Language (Basic Knowledge)	20
Computer Proficiency	20
Total	100

Phase II – Number of questions

Subject	No. of Questions
General Intelligence & Reasoning	20
General Awareness	20
Numerical Aptitude	20
English Comprehension	20
Basic concepts of Accounting	20
Total	100

Selection Criteria

Phase I:

OBC- 1 post - 1:20

(Merit based Top rankers)

Phase II:

Top rankers with two waitlisted candidate will be identified as per the number of post as given below:

OBC – 1Post	-	Rank 1 (Selected List)
		Rank 2 (Waitlisted)
		Rank 3 (Waitlisted)

Top Ranker should be one among the Top 20 in the Phase I

Note: (Important Instructions to the Candidates)

- All the shortlisted candidates will be allowed to appear for Both Phase I and Phase II Written exam.

- In Phase I Written exam, merit based top 20 positions will be selected in their category.

- Final Selection list will be identified from the top rankers in Written exam of Phase II with two waitlisted candidates as per the number of post in respective category

- Top ranker in Phase II will be selected for the appointment provided the top ranker should be one among the Top 20 in Phase I.

- In case where more than one candidates have secured equal aggregate marks, tie will be resolved by applying the following methods as similar to Staff Selection Commission, one after another, till the tie is resolved:

  - ❖ Date of Birth i.e the candidate older in age gets first preference.
  - ❖ Alphabetical order of the first name shall be given second preference.

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DIRECTOR