



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, त्रमणि, चैन्नई 600 113

**Senior Secretariat Assistant (Upper Division Clerk) - Exam Pattern 2023**

Date of Exam : 08.10.2023 (Sunday)

Venue: Chennai

Hall ticket can be downloaded from our institute website shortly. Please visit our website regularly for updates.

**Skill Test is cancelled due to administrative reasons.**

Particulars	SSA (UDC) Phase – 1 Exam	SSA (UDC) Phase – 2 Exam																										
Exam mode	Online Written Exam (Computer-Based Test)	Online Written Exam (Computer-Based Test)																										
Exam type	Objective type – Multiple Choice Questions	Objective type – Multiple Choice Questions																										
Exam duration	90 Minutes	90 Minutes																										
Language of paper	English	English																										
Number of questions	<table border="1"><thead><tr><th>Subject</th><th>No. of Questions</th></tr></thead><tbody><tr><td>General Intelligence</td><td>20</td></tr><tr><td>General Awareness</td><td>20</td></tr><tr><td>Quantitative Aptitude (Basic Arithmetic Skill)</td><td>20</td></tr><tr><td>English Language (Basic Knowledge)</td><td>20</td></tr><tr><td>Computer Proficiency</td><td>20</td></tr><tr><td>Total</td><td>100</td></tr></tbody></table>	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	<table border="1"><thead><tr><th>Subject</th><th>No. of Questions</th></tr></thead><tbody><tr><td>General Intelligence &amp; Reasoning</td><td>25</td></tr><tr><td>General Awareness</td><td>25</td></tr><tr><td>Numerical Aptitude</td><td>25</td></tr><tr><td>English Comprehension</td><td>25</td></tr><tr><td>Total</td><td>100</td></tr></tbody></table>	Subject	No. of Questions	General Intelligence & Reasoning	25	General Awareness	25	Numerical Aptitude	25	English Comprehension	25	Total	100
	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																										
Subject	No. of Questions																											
General Intelligence & Reasoning	25																											
General Awareness	25																											
Numerical Aptitude	25																											
English Comprehension	25																											
Total	100																											
Total marks	100	100																										
Selection Criteria	UR – 1 post - 1 : 20 (Merit Based Top rankers)  SC – 1 post - 1 : 20 (Merit Based Top rankers)	Top rankers with one waitlisted candidate will be identified as per the number of posts (in each reservation category) as given below: <table border="1"><tbody><tr><td>UR – 1 post</td><td>-</td><td>Rank 1 (Selected list) Rank 2 (Waitlisted)</td></tr><tr><td>SC – 1 post</td><td>-</td><td>Rank 1 (Selected list) Rank 2 (Waitlisted)</td></tr></tbody></table>	UR – 1 post	-	Rank 1 (Selected list) Rank 2 (Waitlisted)	SC – 1 post	-	Rank 1 (Selected list) Rank 2 (Waitlisted)																				
UR – 1 post	-	Rank 1 (Selected list) Rank 2 (Waitlisted)																										
SC – 1 post	-	Rank 1 (Selected list) Rank 2 (Waitlisted)																										

- All the shortlisted candidates will be allowed to appear for both Phase 1 and Phase 2 Written exams.
- In Phase I Written Exam, merit based top 20 positions will be selected in each category. Phase 2 Answer papers of those top 20 candidates only will be evaluated.
- Final selection list will be identified from the Top ranker in Written Exam of Phase 2 with one waitlisted candidate as per the number of posts in each reservation category.
- In cases where more than one candidate secures the 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.