NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

Institution Deemed to be University, under Distinct Category, A Centrally Funded Technical Institute

Ministry of Education, Government of India,

Taramani, Chennai - 600 113.

Exam Pattern, Date, Venue & Important Instructions to Candidates

Post: Section Officer Grade I (Sr.PA to Director)   Venue: NITTTR Chennai

Date of Exam: 29th December 2024 (Sunday)

Particulars	Phase I	Phase II
Exam mode	Skill Test (Computer Based Test)	Offline Written Test (OMR Based Test)
Exam type	-	Objective type – Multiple Choice Questions
Exam duration	**9.00am – 11.00 am** (120 Minutes)	**12.00 pm – 01.30 pm** (90 Minutes)
Language of paper	English	English
Exam Pattern	Revised exam pattern is enclosed for reference	Revised exam pattern is enclosed for reference
Total marks	300	100
Selection Criteria	1. Skill Test will be of qualifying in nature. 2. A minimum of 30 marks should be scored in each of the following skill test (a) Shorthand Test, (b) Typing Test & (c) Computer Proficiency Test. 3. One vacancy will be filled if a minimum of 5 candidates qualified in the skill test in the ratio of 1:5.	**Note: Only the answer sheets of those candidates who qualify the skill test will be evaluated in Phase II** Top rankers with two waitlisted candidates will be identified as per the number of post as given below: <table><tr><td rowspan="3">UR – 1Post</td><td rowspan="3">-</td><td>Rank 1 (Selected List)</td></tr><tr><td>Rank 2 (Waitlisted)</td></tr><tr><td>Rank 3 (Waitlisted)</td></tr><tr><td colspan="3">Top Ranker should be one among the Top 10 in the Phase I</td></tr></table>

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Note: (Important Instructions to the Candidates)

- Phase I exam is cancelled due to administrative reasons.

- The examination shall consist of only skill test of qualifying in nature and phase – II exam for the qualified candidates.

- All the shortlisted candidates will be allowed to appear for both the exam.

- Hall tickets can be downloaded from the Institute website.

- Final Selection list will be identified from the top rankers in written exam with two waitlisted candidates as per the number of post(s) in respective category.

- NITTTR Chennai reserves the right to cancel the exam at any time without prior notice or without assigning any reason for administrative purpose or if the number of absentees are more than 50% of the shortlisted candidates.

- 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.

- The candidates are advised to keep visiting our NITTTR website https://www.nitttrc.ac.in/ for the latest updates.

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DIRECTOR

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PHASE I - SKILL TEST

Name of the Post : Section Officer Grade I (Sr.PA to Director)

Exam Duration: 120 Minutes

The candidates will be given:

1. One dictation for **10 minutes** in English at the speed of 120 w.p.m. (shorthand test) following by **60 minutes** for transcription   **100 marks**

2. Qualifying, Computer Based Typing test for **10 minutes** in English at the speed of 40 w.p.m.   **100 marks**

3. Computer Proficiency test on MS Office (**40 minutes**)   **100 Marks**

   The Syllabus for MS Office broadly covers the following topics:

   MS Word:
   Creating and managing documents, Formatting a document, Customizing Options and Viewsfor Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References,Inserting and Formatting Objects.

   MS Excel:
   Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print Or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object

   MS PowerPoint:
   Create and Manage Presentations: Creating A Presentation, Formatting A Presentation UsingSlide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Insertingand Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art

SYLLABUS FOR THE WRITTEN TEST – Phase II

There will be 4 sections in the written test with 100 questions that account for a total of 100 marks. The subject-wise details are given below:

Section	Subject	No of Questions	Max Marks	Exam Duration
1	General Intelligence & Reasoning	25	25	
2	General Awareness	25	25	
3	Numerical Aptitude	25	25	90 minutes
4	English Comprehension	25	25	
	Total	**100**	**100**	

1. **GENERAL INTELLIGENCE & REASONING:**

   It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

2. **GENERAL AWARENESS:**

   Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to **sports, History, Culture, Geography, Economic Science, General Polity, Indian Constitution and scientific Research etc**. These Questions will be such that they do not require a special study of any discipline.

3. **NUMERICAL APTITUDE:**

   The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

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4. **ENGLISH COMPREHENSION:**

   Candidates' ability to understand correct English, his / her basic comprehension and writing ability, etc. would be tested.

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   DIRECTOR