



**Exam Pattern, Date, Venue & Important Instructions to Candidates**

Post: Section Officer Grade II (Admin. & Accounts)

Venue: NITTTR Chennai

Date of Exam: 21<sup>st</sup> December 2024 (Saturday)

Particulars	Phase II				
Exam mode	Offline Written Test (OMR Based Test)				
Exam type	Objective type – Multiple Choice Questions				
Exam duration	<b>02.00 pm – 03.30 pm</b> (90 Minutes)				
Language of paper	English				
Exam Pattern	Revised exam pattern is enclosed for reference				
Total marks	100				
Selection Criteria	<p>Top rankers with two waitlisted candidates will be identified as per the number of posts as given below:</p> <table border="1"> <tbody> <tr> <td rowspan="2">UR – 2Posts</td> <td rowspan="2">-</td> <td>Rank 1 &amp; 2 (Selected List)</td> </tr> <tr> <td>Rank 3,4,5 &amp; 6 (Waitlisted)</td> </tr> </tbody> </table>	UR – 2Posts	-	Rank 1 & 2 (Selected List)	Rank 3,4,5 & 6 (Waitlisted)
UR – 2Posts	-			Rank 1 & 2 (Selected List)	
		Rank 3,4,5 & 6 (Waitlisted)			



**Note: (Important Instructions to the Candidates)**

- Phase I exam and Skill test are cancelled due to administrative reasons.
- The examination shall consist of Phase – II exam only for the shortlisted candidates.
- All the shortlisted candidates will be allowed to appear for the written 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.

-sd-  
**DIRECTOR**



**SYLLABUS FOR THE WRITTEN TEST – PHASE II**

**Name of the Post: Section Officer Grade II (Admin. & Accts.)**

There will be 5 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	20	20	90 minutes
2	General Awareness	20	20	
3	Numerical Aptitude	20	20	
4	English Comprehension	20	20	
5	CCS Rules	20	20	
<b>Total</b>		<b>100</b>	<b>100</b>	

**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.

**4. ENGLISH COMPREHENSION:**

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

**5. CCS RULES:**

Central Civil Services Conduct Rules, FR & SR, Rules pertaining to Pension, NPS, Leave, GPF, Medical Attendance, LTC and Travelling Allowance.

-sd-  
**DIRECTOR**