Exam Pattern for Junior Secretariat Assistant for Phase II

Date of Exam: 15th December 2024 (Sunday)   Venue: NITTTR Chennai

Particulars	Phase II
Exam mode	Offline Written Test (OMR Based Test)
Exam type	Objective type – Multiple Choice Questions
Exam duration	**10.00 am – 11.30 am** (90 Minutes)
Language of paper	English
Number of questions	<table><tr><td>Subject</td><td>No. of Questions</td></tr><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></table>
Total marks	100
Selection Criteria	Top rankers with two waitlisted candidates will be identified as per the number of post as given below: <table><tr><td rowspan="2">SC- 1 & EWS -1</td><td rowspan="2">-</td><td>Rank 1 & 2 (Selected List)</td></tr><tr><td>Rank 3,4,5 & 6 (Waitlisted)</td></tr></table>

Note: (Important Instructions to the Candidates)

➢ Only the candidates shortlisted from the skill test will be eligible to appear for Phase II 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.

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DIRECTOR