



Exam Pattern, Date, Venue & Important Instructions to Candidates

Post: Senior Secretariat Assistant (Steward)

Venue: NITTTR Chennai

Date of Exam: 22nd December 2024 (Sunday)

Particulars	Exam				
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				
Exam Pattern	Revised exam pattern is enclosed for reference				
Total marks	100				
Selection Criteria	Top ranker with two waitlisted candidates will be identified as given below: <table border="1" data-bbox="802 1200 1362 1370"><tbody><tr><td rowspan="3">OBC– 1 Post</td><td>Rank 1 (Selected)</td></tr><tr><td>Rank 2 (Waitlisted)</td></tr><tr><td>Rank 3 (Waitlisted)</td></tr></tbody></table>	OBC– 1 Post	Rank 1 (Selected)	Rank 2 (Waitlisted)	Rank 3 (Waitlisted)
OBC– 1 Post	Rank 1 (Selected)				
	Rank 2 (Waitlisted)				
	Rank 3 (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.nitttr.ac.in/> for the latest updates.

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DIRECTOR



SYLLABUS FOR THE WRITTEN TEST

Duration : 90 minutes

Total Marks : 100

COMMUNICATION SKILLS	
Introduction to Communication Skills	Communication and its importance Principles of Effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Non-verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening
Motivational Training	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self-awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
Behavioral Skills	Problem Solving Confidence Building Attitude
OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT EDUCATION	
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
Accident & safety	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste
Energy Conservation	Conservation of Energy, re-use and recycle.
Global warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.



Environment	Right attitude towards environment, Maintenance of in -house environment.
QUALITY TOOLS	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good Housekeeping.
Quality Tools	Basic quality tools with a few examples.

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DIRECTOR