



No: NITTTR/Admn./JSA/STE/2025

Date: 04.09.2025

EXAM NOTICE

With reference to our Notification No: Advertisement No: 03/2025-26 dt.10.05.2025 the following information is brought to the notice of the candidates:

- All the shortlisted candidates shall be allowed to appear for the Skill Test for the Phase I Exam

Tentative Schedule of Examination			
S.No.	Name of the Post	Phase of exam	Exam Date & Session
1.	Junior Secretariat Assistant	Phase - I (Typing Test)	27 th September 2025 & F.N

- Centre of Examination shall be in Chennai only.
- **Skill Test for Phase – I shall be of qualifying in nature and the candidates only who are qualified in the Skill Test shall be called for Phase II exam for Junior Secretariat Assistant.**
- Results for Skill Test and Exam date for Phase II will be announced in our Institute 's website only
- Candidates are requested to check our Institute website regularly for further updates : <https://www.nitttr.ac.in/index.php>
- Exam syllabus can be downloaded from the institute's website.

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DIRECTOR



Exam Pattern, Venue & Important Instructions to Candidates

Post: Junior Secretariat Assistant

Venue: NITTTTR Chennai

Particulars	JSA Phase I Exam	JSA - Phase II Exam															
Exam mode	Online Skill Test (Computer Based Test)	Offline Written Test (OMR Based Test)															
Exam type	English typing @ 30 w.p.m	Objective type – Multiple Choice Questions															
Exam duration	10 Minutes	90 Minutes															
Language of paper	English	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>		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
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General Intelligence	20																
General Awareness	20																
Quantitative Aptitude (Basic Arithmetic Skill)	20																
English Language (Basic Knowledge)	20																
Computer Proficiency	20																
Total	100																
Total marks	50	100															
Selection Criteria	Qualifying marks will be 25 & above	Top ranker with two waitlisted candidates will be selected based on their Phase II exam marks and the qualifying mark in Phase I as mentioned below: <table><tr><td rowspan="2">OBC – 1</td><td rowspan="2">-</td><td>Rank 1 (Selected List)</td></tr><tr><td>Rank 2,3 (Waitlisted)</td></tr></table>		OBC – 1	-	Rank 1 (Selected List)	Rank 2,3 (Waitlisted)										
OBC – 1	-	Rank 1 (Selected List)															
		Rank 2,3 (Waitlisted)															



Note: (Important Instructions to the Candidates)

- The examination shall consist of only Skill Test of qualifying in nature and Phase – II exam for the qualified candidates.
- 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 at the discretionary powers of the Director, NITTTR, Chennai.
- 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.



TYPING TEST EVALUATION (PHASE I) FOR JUNIOR SECRETARIAT ASSISTANT
(OBC-1) NOTIFIED VIDE Ad No: 03/2025-26 dt.10.05.2025

Candidates appearing for the Typing Test (Phase I) on 27-09-2025 for the recruitment exam for the post of JSA are advised to make note of the following instructions.

Ensure the below settings are in place before starting the test

1. Font: Times New Roman Font Size: 14
2. Alignment: Left
3. Line space: 1.5
4. Paragraph Spacing: No

Full Mistakes:

1. Omission of a word / figure
2. Repetition of a word / figure
3. Substitution of a wrong word / figure
4. Addition of a word / figure (not found in the passage)
5. Spelling Errors
6. Transposition Errors: Where the words are transposed e.g. the words "I read" typed as "read I"
7. Incomplete Words. (Example. typing "Gover" instead of "Government")
8. Omission of words or lines. (5 keystrokes = 1 word i.e., 1 Full Mistake)

Half mistakes:

1. Spacing Error: Where a single space is not provided between two words.
 - a) Example: Typing "Iam" instead of "I am"
 - b) Extra space between words (Example. Typing "Be Still" instead of "Be still")
2. Wrong Capitalisation: Typing of capital letters for small letters or vice versa.
3. Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.

Note:

1. After full stop leaving one space or two spaces will not be treated as a mistake. But no space or more than two spaces will be treated as HALF MISTAKE.
2. Any corrections on the test paper by the candidate using either a pen or a pencil shall be marked as one FULL MISTAKE.

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DIRECTOR