NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
TARAMANI, CHENNAI — 600113

SYLLABUS FOR THE OBJECTIVE TYPE TEST

Name of the Post: Senior Secretariat Assistant

There will be 6 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	Computer Proficiency	10	10	
6	CCS Rules	10	10	
	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 Scene, 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. COMPUTER PROFICIENCY:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), lnput/ output devices, Computer memory, Memory organization, Back- up devices, PORTs, Windows Explorer and Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account.

6. CCS RULES:

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