



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
Rupnagar, Punjab-140001

**NOTICE REGARDING WRITTEN TEST FOR THE POST OF JUNIOR ASSISTANT AND
JUNIOR ASSISTANT ACCOUNTS ADVERTISED VIDE ADVERTISEMENT No. 01/2023**

General Instructions:

1. The written test for the post of Junior Assistant and Junior Assistant Accounts will be held on 18/07/2023 from 11.00 am onwards. The reporting time for the candidates is 9.30 am. The venue for the examination is IIT Ropar Main Campus.
2. The candidates who are required to appear for the written test would be informed through their email about the details of the written test. The candidates are advised to check their email regularly including the spam folder. The Institute will not be responsible for non-checking of email by the candidate.
3. Only those candidates who receive the email from the Institute and who fulfil the eligibility criteria as per the advertisement needs to appear for the written examination.
4. There will be a common test for the post of Junior Assistant and Junior Assistant Accounts. The candidates who have applied for both the posts may be considered separately in both the lists.
5. The candidates who have not paid the applicable fees will not be called for the written test and no email would be sent to them. However, their list will be displayed separately on the website for information.
6. No TA would be paid for attending the written examination.
7. The candidates who clear the written examination as per the minimum cut off decided by the institute and fulfilling the eligibility criteria as per the advertisement would be called for the trade test.
8. The eligible candidates who do not receive the email regarding the written test from the Institute by 04/07/2023 should immediately inform via email to recruitment@iitrpr.ac.in latest by 06/07/2023 after which there will be no responsibility of the Institute for non receipt of the email communication.
9. The appearing in the written test is strictly provisional and should not be construed as being eligible for the selection process for the said post on the basis of being called for the written test. The eligibility of the candidate as per the advertised criteria would be checked at any stage during the recruitment process and the non eligible candidates would be disqualified.

Syllabus for the written test of Junior Assistant & Junior Assistant Accounts:

- a) English, Reasoning, Quantitative Aptitude, General Knowledge
- b) Government Rules including FR & SR, deputation, disciplinary and leave rules
- c) Pay fixation rules, LTC, CCS (CCA) rules, Office Procedure
- d) TA rules, Pay and Allowances
- e) New Pension Scheme
- f) RTI Act- 2005
- g) General Financial Rules (GFR)
- h) Elementary knowledge of Income Tax, GST Rules, Salary, TDS
- i) E-Procurement , GeM
- j) Other relevant service rules

