

# Malaviya National Institute of Technology Jaipur

Direct Recruitment to the Post of Junior Assistant and Senior Assistant  
Ref: Advertisement AES/MNIT/ESTT/2021/01 Dated 05.02.2021

## Tentative Scheme of Examination

	Type of Examination	Maximum Marks	Time:
Paper – I	(MCQ Test)	100	2 hours*
Paper – II	(Skill / Trade Test)	150	2 hours*
	<b>Total Marks</b>	<b>250</b>	
<b>MCQ test is qualifying only</b>			

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwD category.

### Syllabus for Paper – I (MCQ Test)

General Awareness, Reasoning Ability, Mathematical Ability, General English, General Hindi & General awareness of Rules of Central Government, NITs Act & Statutes, CCS Leave Rules, etc.

### Notes:

1. All Questions are Objective Type and carry one mark each with negative marking of 1/3marks for each wrong answer.
2. **The marks obtained in the MCQ Test by the shortlisted applicants shall be taken into account for final selection or ranking of individual candidate.**
3. Candidates who score a minimum cut-off marks (as decided by MNIT Jaipur) will appear for skill / trade test.
4. MNIT Jaipur would prescribe separate cut off for Unreserved and Reserved Vacancies.

### Paper – II (Skill / Trade Test)

The questions will be designed to test the ability of the candidate's knowledge and awareness about the office proceedings and computer skills as detailed below:

1. English & Hindi typing speed.
2. Basic knowledge of the administration in institutions of Higher Education.
3. Knowledge and application of Office Procedures, Rules & Regulations.
4. English/Hindi with special reference to skill in noting/drafting.
5. Knowledge of Computers & MS Office.