SYLLABUS FOR THE POST OF SENIOR ASSISTANT
(Level 5)

(A) WRITTEN TEST *(Marks 80)*

(Marks 50)

Academic Administration with Special reference to IITs

1. Act and Statutes of IIT Jodhpur
2. Role and Functions of IIT Council, Board of Governors, Finance Committee, Building & Works Committee and Senate.
3. Study the Websites of IIT Jodhpur Departments, Academic programs, Degrees, campus life and student activities.

Service Rules

1. FR & SR
2. TA Rules and LTC
3. Leave Rules
4. National Pension System
5. Reservations and Concessions for SC, ST, OBC, PH etc.

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. NEP 2020

Rules relevant to Accounts and Audit

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. Goods and Service Tax
3. Financial Management of an Academic Institute

Part 'B' – (Marks 30) (ENGLISH LANGUAGE)

(1) Voice change (active/passive)
(2) Narration change (direct/indirect)
(3) Preposition
(4) Correction questions
(5) Tense questions
(6) Synonyms and Antonyms
(7) Comprehension

(B) Computer Skill Test *(Marks 20)*

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