



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित)

सैक्टर-81, नॉलेज सिटी, डा. घ. मनौली, सा. अ. सि. नगर, मोहाली, पंजाब – 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. by Ministry of Education, Govt. of India)

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Advt. No. IISER M/ NF (16)/Regular/2022-23

Date: 04.05.2023

Syllabus and Pattern of Exam

SL. NO.	NAME OF THE POST	PATTERN OF EXAMINATION		SYLLABUS OF WRITTEN EXAMINATION
1.	Office Assistant (M. S.) Grade Pay: 2800 Level 5, Group 'C'	Written Examination (50 MCQ based exam)	1 hour duration; Merit will be drawn on the basis of marks secured in written examination	<p style="text-align: center;"><u>Syllabus for the Written Exam</u> (50 Questions)</p> <p>Part A: General Aptitude (10 questions)</p> <p>1. General Awareness: National Education Policy, Current Affairs, Institute of National Importance, General knowledge related to IISERs' etc</p> <p>2. Logical Reasoning: Verbal and non-verbal, Problem solving, Analysis, Judgment, Decision making, Visual memory, Relationship concepts, Figure classification, Analytical reasoning, Syllogism etc.</p> <p>3. Quantitative Aptitude: Number system, Time and work, Probability, Ratios and proportions, Partnerships, Single and compound interest, Profit and loss, Discount, Percentage, Allegations and mixture, Average, Boat and Streams, Time and distance etc.</p> <p>4. Computer Proficiency: Basic knowledge of hardware and software of Computer, Operating system, MS Office, Internet, Email and Other widely used computer applications.</p> <p>Part B: General English (10 Questions)</p> <p>1. English Language: Language competency, Sentence completion/correction, Reading comprehension and inference, English Grammar, Vocabulary etc.</p>

			<p>Part C: Field related questions (30 questions)</p>
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1. Service Rules. FR & SR, RTI, Manual for Office Procedure, CCS (CCA) Rules, Conduct Rules, LTC, TA, Leave rules, National Pension System, APAR etc.

2. General Financial Rules 2017, Manual for procurement of Goods/Services/Works

3. Accounting Procedures, NITSER Act, and Statutes of IISER Mohali etc.