

## **IIITDM Kancheepuram - Recruitment of Non-Teaching Posts**

(Advt.No.IIITDMK/R/3/2019 Dated: 19th June, 2019 )

### **List of Shortlisted Candidates for screening test and Schedule of exams for the post of Junior Assistant**

<b>Qualification and experience</b>	Bachelor's degree with knowledge of computer operations or B.Com with the knowledge of Tally
<b>Desirable</b>	Post qualification experience in handling Administrative/Academic/ Finance & Accounts/ Purchase & Stores preferably in Govt. establishments / CFTIs. .
<b>Age Limit</b>	27 years (for General and SC Category), 30 years (for OBC category), 32 years (for ST Category) & (+10 years for PWD candidates)
<b>Additional Scrutiny criteria</b>	<ul style="list-style-type: none"><li>• <b>General, OBC and SC candidates: First class Bachelor's degree (or) &gt;=60% in bachelor's degree for degree certificates with letter grades</b></li><li>• <b>ST and PWD candidates: &gt;=55% in Bachelor's degree</b></li></ul>

#### **Schedule:**

<b>Level 1 exam :</b>	<b>21.12.19 (Saturday) - 10:00 AM</b> (Reporting Time: 08: 30 AM)	
<b>Level 2 exam :</b>	<b>22.12.19 (Sunday) - 10:00 AM</b>	<i>Only for candidates qualified in</i>
<b>Level 3 exam :</b>	<b>22.12.19 (Sunday) - 02:00 PM</b>	<i>Level 1 exam</i>

<b>Application Numbers of Shortlisted Candidates</b>			
1903JA0004	1903JA0029	1903JA0074	1903JA0090
1903JA0006	1903JA0035	1903JA0077	1903JA0093
1903JA0009	1903JA0041	1903JA0078	1903JA0094
1903JA0011	1903JA0043	1903JA0079	1903JA0095
1903JA0015	1903JA0050	1903JA0080	1903JA0100
1903JA0016	1903JA0054	1903JA0083	1903JA0102
1903JA0018	1903JA0056	1903JA0084	1903JA0103
1903JA0023	1903JA0061	1903JA0086	1903JA0106
1903JA0024	1903JA0067	1903JA0088	1903JA0112
1903JA0025	1903JA0071	1903JA0089	1903JA0116

<b>Application Numbers of Shortlisted Candidates</b>			
1903JA0119	1903JA0184	1903JA0266	1903JA0317
1903JA0124	1903JA0185	1903JA0269	1903JA0323
1903JA0125	1903JA0187	1903JA0270	1903JA0326
1903JA0126	1903JA0191	1903JA0272	1903JA0328
1903JA0127	1903JA0192	1903JA0275	1903JA0332
1903JA0129	1903JA0195	1903JA0278	1903JA0333
1903JA0130	1903JA0196	1903JA0280	1903JA0334
1903JA0131	1903JA0202	1903JA0281	1903JA0335
1903JA0136	1903JA0203	1903JA0286	1903JA0338
1903JA0138	1903JA0204	1903JA0289	1903JA0339
1903JA0139	1903JA0205	1903JA0290	1903JA0342
1903JA0144	1903JA0207	1903JA0291	1903JA0344
1903JA0146	1903JA0219	1903JA0295	1903JA0345
1903JA0151	1903JA0224	1903JA0296	1903JA0346
1903JA0154	1903JA0225	1903JA0299	1903JA0347
1903JA0156	1903JA0229	1903JA0301	1903JA0348
1903JA0157	1903JA0230	1903JA0302	1903JA0351
1903JA0165	1903JA0234	1903JA0303	1903JA0352
1903JA0167	1903JA0237	1903JA0304	1903JA0353
1903JA0169	1903JA0238	1903JA0305	1903JA0355
1903JA0172	1903JA0242	1903JA0307	1903JA0358
1903JA0173	1903JA0243	1903JA0308	1903JA0363
1903JA0176	1903JA0244	1903JA0311	1903JA0364
1903JA0181	1903JA0251	1903JA0314	1903JA0366
1903JA0182	1903JA0263	1903JA0315	1903JA0371

### **Application Numbers of Shortlisted Candidates**

1903JA0381	1903JA0427	1903JA0488	1903JA0549
1903JA0382	1903JA0431	1903JA0489	1903JA0551
1903JA0384	1903JA0435	1903JA0491	1903JA0554
1903JA0385	1903JA0436	1903JA0493	1903JA0557
1903JA0388	1903JA0441	1903JA0495	1903JA0559
1903JA0389	1903JA0442	1903JA0499	1903JA0561
1903JA0390	1903JA0443	1903JA0501	1903JA0568
1903JA0391	1903JA0444	1903JA0506	1903JA0570
1903JA0392	1903JA0446	1903JA0507	1903JA0574
1903JA0393	1903JA0448	1903JA0508	1903JA0575
1903JA0394	1903JA0451	1903JA0511	1903JA0577
1903JA0397	1903JA0452	1903JA0512	1903JA0578
1903JA0398	1903JA0454	1903JA0514	1903JA0579
1903JA0400	1903JA0457	1903JA0516	1903JA0581
1903JA0406	1903JA0462	1903JA0519	1903JA0585
1903JA0407	1903JA0463	1903JA0521	1903JA0586
1903JA0408	1903JA0464	1903JA0524	1903JA0587
1903JA0409	1903JA0471	1903JA0526	1903JA0588
1903JA0410	1903JA0475	1903JA0532	1903JA0591
1903JA0411	1903JA0476	1903JA0534	1903JA0592
1903JA0419	1903JA0480	1903JA0535	1903JA0593
1903JA0421	1903JA0481	1903JA0539	1903JA0594
1903JA0423	1903JA0485	1903JA0541	1903JA0597
1903JA0424	1903JA0486	1903JA0545	1903JA0599
1903JA0425	1903JA0487	1903JA0546	1903JA0600

### **Application Numbers of Shortlisted Candidates**

1903JA0603	1903JA0650	1903JA0716	1903JA0781
1903JA0604	1903JA0656	1903JA0717	1903JA0783
1903JA0605	1903JA0657	1903JA0721	1903JA0784
1903JA0608	1903JA0660	1903JA0722	1903JA0785
1903JA0610	1903JA0665	1903JA0723	1903JA0787
1903JA0613	1903JA0666	1903JA0725	1903JA0790
1903JA0615	1903JA0671	1903JA0727	1903JA0795
1903JA0616	1903JA0673	1903JA0728	1903JA0799
1903JA0620	1903JA0678	1903JA0730	1903JA0800
1903JA0621	1903JA0681	1903JA0732	1903JA0801
1903JA0622	1903JA0683	1903JA0734	1903JA0806
1903JA0625	1903JA0685	1903JA0736	1903JA0807
1903JA0630	1903JA0686	1903JA0740	1903JA0810
1903JA0631	1903JA0690	1903JA0745	1903JA0812
1903JA0632	1903JA0691	1903JA0748	1903JA0814
1903JA0633	1903JA0698	1903JA0752	1903JA0818
1903JA0636	1903JA0700	1903JA0753	1903JA0819
1903JA0637	1903JA0701	1903JA0762	1903JA0820
1903JA0639	1903JA0703	1903JA0766	1903JA0822
1903JA0640	1903JA0704	1903JA0768	1903JA0824
1903JA0642	1903JA0707	1903JA0769	1903JA0825
1903JA0644	1903JA0710	1903JA0771	1903JA0826
1903JA0645	1903JA0711	1903JA0774	1903JA0827
1903JA0646	1903JA0712	1903JA0776	1903JA0828
1903JA0647	1903JA0715	1903JA0778	1903JA0833

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1903JA0834	1903JA0882	1903JA0928	1903JA0975
1903JA0835	1903JA0883	1903JA0929	1903JA0979
1903JA0836	1903JA0885	1903JA0930	1903JA0981
1903JA0841	1903JA0886	1903JA0934	1903JA0982
1903JA0842	1903JA0888	1903JA0937	1903JA0984
1903JA0843	1903JA0889	1903JA0940	1903JA0990
1903JA0845	1903JA0893	1903JA0941	1903JA0991
1903JA0849	1903JA0897	1903JA0942	
1903JA0850	1903JA0898	1903JA0943	
1903JA0852	1903JA0900	1903JA0944	
1903JA0854	1903JA0902	1903JA0945	
1903JA0857	1903JA0903	1903JA0951	
1903JA0858	1903JA0906	1903JA0952	
1903JA0861	1903JA0908	1903JA0953	
1903JA0864	1903JA0910	1903JA0954	
1903JA0865	1903JA0911	1903JA0955	
1903JA0866	1903JA0912	1903JA0956	
1903JA0868	1903JA0913	1903JA0957	
1903JA0870	1903JA0916	1903JA0958	
1903JA0871	1903JA0920	1903JA0961	
1903JA0872	1903JA0921	1903JA0962	
1903JA0873	1903JA0922	1903JA0964	
1903JA0874	1903JA0924	1903JA0969	
1903JA0878	1903JA0925	1903JA0971	
1903JA0880	1903JA0926	1903JA0972	

**Note:**

- *All the shortlisted candidates are required to bring original mark sheets (SSLC onwards), degree certificates, experience certificates and valid community certificate (SC/ST/OBC/EWS) at the time of reporting. Employees serving in Govt. Organizations /autonomous bodies are to submit No Objection Certificate from the present employer. Only the Candidates satisfying the requirement will be permitted to attend the written Test.*

## Scheme of Examination

### **I. Levels of Exams:**

#### **Level 1:**

All the shortlisted candidates shall write screening test carrying maximum of 100 Marks (Objective type).  
Maximum duration of exam: 2 hours

#### **Level 2:**

It is the subject knowledge test designed to test the candidate's knowledge in the concerned subject of specialization. The questions will be objective/descriptive type carrying maximum of 100 marks.  
Maximum duration of exam: 2 hours to 2 hours 30 minutes

#### **Level 3:**

It is the practical test to assess the computer knowledge of the candidate carrying maximum of 100 marks.  
Maximum duration of exam: 1 hour 30 minutes

*\* The standard of questions for the tests will generally be in conformity with education standard prescribed for the post.*

### **II. Weightage of exams:**

#### **Level 1:**

Candidates securing the minimum qualifying marks shall be shortlisted for further evaluation process scheduled on the next day. In case of ST/PWD candidates, the minimum qualifying marks is relaxable at the discretion of the competent authority. The marks secured in the screening test shall not be taken into account for preparation of final selection list.

#### **Level 2 & Level 3:**

Level 2 and Level 3 are of qualifying nature and merit list will be prepared based on the following allocation of weightage.

**Level 2: 70% and Level 3: 30%**

*\*\* In case of tie, suitable criteria decided by duly constituted committee will be followed.*

#### **Note:**

Success in the examination confers no right of appointment unless the candidate fulfills all requirements of the institute.

## **Syllabus of Examination**

### **Level 1:**

- Verbal Reasoning & Aptitude, General English, General Knowledge, Current affairs

### **Level 2:**

- Finance Rules, RTI act
- Reasoning & Mathematical ability
- English grammar & Comprehension
- Computer basics
- Questions from provision of IIIT Act & Statutes  
(Candidates are advised to refer Institute & Government websites)

### **Level 3:**

- Skill test on MS Office utilities (MS Word, MS Excel, MS PPT)