

Indian Institute of Technology Hyderabad
Advertisement No. IITH/2020/Rec/NF/8

Pattern of Examination & Syllabus for Written Examination for the following post:

Post No.30 - Multi Skill Assistant Gr-I: Area - General.

Pattern of Examination

The Written Examination will be for 100 marks and will have three Sections viz.,

General English [Communication Skills] – 10 marks.

General Arithmetic – 10 marks.

Work related topics – 80 marks.

The questions may be objective or descriptive, or both.

Securing a minimum of 50% in Work related topics is mandatory for consideration of candidature. Relaxation for SC, ST, OBC, and PWD will be as per instructions of Govt. of India.

Syllabus for Work related topics.

1	Physical maintenance of records – types of files, numbering files, and storing files.
2	Photocopying – types of photocopiers, setting number for copies to be printed, photocopying on both sides, handling paper jam, changing ink cartridge, etc.
3	Sending FAX - dialing the required number, faxing multiple pages, etc.
4	Diary of Receipts and outgoing records/papers, dipatch, and delivering dak – entering in diary, presenting papers/records received to authorised official for marking recipients, entering the name of the recipient in register, obtaining acknowledgment from the recipient, dispatch numbering, franking or affixing postal stamps on outgoing dak, handing over dak to Post Office or Courier and obtaining acknowledgment from Post Office or Courier, verification of receipt of dak through tracking number, etc.
5	Basic knowledge of MS Word – Opening a new or existing word document, typing or editing contents and saving the document. Saving document with a new name.
6	Basic knowledge of MS Excel – Opening a new or existing Excel file, typing contents or editing contents, and saving the file. Saving an Excel file with a new name.
7	Setting up MS Power Point Presentation – Connecting laptop pc to projector and starting the presentation.

Candidates are informed that:

1. The questions will be selected from any or all the topics listed above, and
2. The answers to the questions will be solely based on the contents in standard material commonly available.
