IITGoa/RECT/2024/02/AA/700   Date: 29-01-2025

NOTICE

Sub: Selection Procedure
Name of the Post: Administrative Assistant (PL 4; Group C)
Ref: Advt. No. IITGoa/RECT/2024/02 dated 04.10.2024

1. **Selection Will Be Based On Performance in Written Test**

2. **Pattern of the Written Test -** Total Marks: 100 Marks (100 Multiple Choice Questions of 1 Marks Each; For every incorrect answer 0.25($1/4^{th}$) mark will be deducted as negative marking)

3. **Duration:** 120 Minutes

4. **Syllabus**
   a. **GENERAL ENGLISH**: Grammar, Comprehension, Pronouns, Tenses, Active & Passive Voice, Direct-Indirect Speech, Punctuation, Correction of Sentences, One Word Substitutes, Models, Articles, Clauses, Synonymous and Antonyms, Idioms and Phrases, etc.
   b. **GENERAL AWARENESS:** Higher Education System Specially IITs, Rules for Day to Day Functioning of Central Government Offices, General Science, Current Events of National and International Importance, History of India, Constitution of India, Indian Polity, Economy and Geography, State of Goa, RTI Act 2005, etc.
   c. **NUMERICAL APTITUDE ARITHMETIC:** Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems On Trains, Calendar, Area, Problems On Numbers, Square Root and Cube Root, Interest, Ratio, Time and Distance, Problem On Ages, Clock, Other Basic Arithmetic etc.
   d. **REASONING AND DATA INTERPRETATION:** Number Series Compilation, Missing Number Finding, Continuous, Pattern Series, Direction Sense Test, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Syllogisms, Letter and Symbol Series, Verbal Reasoning, Statement and Conclusions, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Analogies, Pie Chart and Bar Chart, etc.
   e. **COMPUTER AWARENESS:** Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.

5. **Date of Written Test:** Saturday, 08/03/2025, 10:00 AM onwards at IIT Goa Campus

Sd/-
Registrar