



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज-211004 (भारत)  
Motilal Nehru National Institute of Technology Allahabad  
Prayagraj - 211 004 (India)

**Recruitment for Non-Teaching Positions in Staff Cadre**

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**Selection Process for Recruitment of Junior Assistant**

Selection Process for the post of **Junior Assistant** will consist of three stages as detailed below:

- (a) **Stage-I** : Multiple Choice Based Screening Test [For screening of candidates for Stage-II (Skill Test)]  
(b) **Stage-II** : Skill Test [Qualifying in nature. Only for those who are successful after the Stage-I (Screening Test)].  
(c) **Stage-III** : Multiple Choice Based Main Test [Only for those who qualify the Stage-II (Skill Test)].

**Syllabus and Scheme of Examination**

(a) **Stage-I [Multiple Choice Based Screening Test]**

- Screening Test will be of 90 Minutes duration comprising of 75 Questions.
- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.
- Syllabus:
  - General English and General Hindi
  - Quantitative Aptitude
  - Reasoning
  - General Knowledge & Current Affairs
  - Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. in day-to-day office work.
  - Internet, e-mail and various online tools used in day-to-day office work.
- Qualifying Marks and Maximum number of candidates for next Stage:
  - Minimum Qualifying Marks: [UR:30%; EWS:27%; OBC:27%; SC:20%; ST:20%; PwD:15%].
  - Further, number of candidates for subsequent stages of selection process will be restricted to Fifteen [15] times the number of posts in each category.

(b) **Stage-II [Skill Test]**

- Skill Test will be of 45 minutes duration.
- Only those who are screened in after the Screening Test [Stage-I], will be allowed to appear in the Skill Test.
- Minimum Qualifying Marks: [UR:30%; EWS:27%; OBC:27%; SC:20%; ST:20%; PwD:15%].
- Syllabus:
  - Typing Test on Computer to access the minimum Typing Speed of 35 w.p.m. in either Hindi or English of candidates choice.
  - Computer Proficiency Test for testing the knowledge of MS-Word, Excel, Power Point, Tally etc. in day-to-day office work.

(c) **Stage-III [Multiple Choice Based Main Test]**

- Main Test will be of 2 Hrs duration comprising of 100 Questions.
- Only those who are screened in after the Screening Test [Stage-I] and qualify the Skill Test [Stage-II], will be allowed to appear in the Multiple Choice Based Main Test [Stage-III].
- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.



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➤ Syllabus:

- General English and General Hindi
- Quantitative Aptitude
- Reasoning
- General Knowledge & Current Affairs
- Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. used in day-to-day office work.
- Internet, e-mail and various online tools used in day-to-day office work.

### Final Selection

Final Merit shall be prepared as follows:

**Final Merit = Stage-I [30% weightage] + Stage-III [70% weightage]**

**Note:** Any guidelines/instructions received from Ministry of HRD till the date of completion of Selection Process may be made applicable.