Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

SYLLABUS FOR THE POST OF JUNIOR ASSISTANT

Levels	Details
Level 1	Screening Test (Objective Type)
Level 2	Written Test (Descriptive Type)
Level 3	Computer Proficiency Test

- **Level 1 (Objective Type Questions)**
  General English, Quantitative Aptitude, Test of Reasoning, Data Interpretation, Constitution of India, General Knowledge/Current Affairs

- **Level 2: (Descriptive questions)**
  English grammar & Comprehension, Noting and drafting, Letter Writing, National Education Policy (NEP) 2020, Right to Information Act, POSH Act, IIIT Act & Statutes (Candidates are advised to refer Institute & Government websites)

- **Level 3: (Computer Proficiency Test)**
  MS Office (MS Word, MS Excel, MS Power point)

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Registrar
30/7/25