



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR

Syllabus and Schedule for Written Examination for various Non-Teaching posts advertised vide Advt. 05/2017

S.No	Name of Post	Date of Written Test	Time	Composition of Test	Syllabus / Topics	No. of Questions of 01 marks each	Duration
1.	Assistant Registrar & Assistant Registrar (Audit & Accounts)	09.12.2017	11.00 AM	Section-A	General English, General Knowledge, Constitutional Provisions, Reasoning, Arithmetic etc.	60	02 hrs.
				Section-B*	Knowledge of service matters, provisions related to fundamental rights, procurement rules, service manuals, service regulations, CCS (CCA) Rules, Handling e-office etc.	60	
				Section-C*	General Accounting, Finance, Annual & Audit Reports, preparation of Balance Sheet, Tally, ERP etc.	60	
<p>* Candidates appearing for the post of Assistant Registrar are required to attempt Section A & B and candidates appearing for the post of Assistant Registrar (Audit & Accounts) are required to attempt Section A & C</p>							
2.	Assistant Librarian	09.12.2017	11.00 AM	Section-A	General English, General Knowledge, Constitutional Provisions, Reasoning, Arithmetic etc.	60	02 hrs.
				Section-B	Bibliographic Control, Bibliographic Services, Research methodology. Library Automation & Digitization, Library Information System, Information storage and retrieval, National and International Information Systems and Resources Sharing, Information Policy, Copyright Act, Intellectual Property Rights, Plagiarism etc.	60	
3.	Scientific Officer	09.12.2017	2.00 PM (Revised)	Proficiency Test	Question will be based on Graduate/Post Graduate level Computer Science & Engineering on the topics related to computer networking, programming, data bases, web based applications, Cyber Security etc.	120	02 hrs.

Instructions for the candidates:-

1. The Test is of 2 hours duration
2. The Test Paper consists of 120 questions. All questions have equal weightage. The maximum marks are 120
3. 1/4 (one fourth) marks i.e. 0.25 mark will be deducted for indicating incorrect response of each question. No deduction from the total score will be made if no response is indicated for a question in the answer sheet
4. There is only one correct response for each question out of four responses given.
5. No candidate is allowed to carry any textual material, printed or written, bits of papers, pager, mobile phone, any electronic device, etc., except the Admit Card, identity proof and pen inside the examination hall/room
6. All calculations / writing work are to be done in the rough sheet provided only and on completion of the test candidates must hand over the rough Sheets to the Invigilator on duty in the Room / Hall
7. Each candidate must show on demand his / her Admit Card to the Invigilator
8. No candidate, without special permission of the Superintendent or Invigilator, should leave his / her seat
9. Use of Electronic / Manual Calculator and any Electronic Item like mobile phone, pager etc. is prohibited.