



**SCHEME OF EXAMINATION AND SYLLABUS FOR DIRECT RECRUITMENT OF
NON-ACADEMIC POSITIONS**

The Selection Process shall be conducted in following Tiers as follows: -

1. For Group 'A' Posts: -

Tier-I	Screening* Test	100 marks (Qualifying)	Duration will be of 90 minutes. The syllabus is given separately.
Tier-II	Presentation	50 marks	Candidates are required to make a brief Power-Point Presentation which includes past experience and vision for the Institute.
Tier-III	Interview	100 marks	The interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/ knowledge, communication and problem-solving skills and overall personality etc.

Note: -

* The screening test may/ may not be held as decided by the competent authority of IIT Delhi depending upon the number of candidates shortlisted for the respective post(s). The shortlisted candidates of respective post(s) shall be informed regarding the same in due course of time. No queries in this regard shall be entertained by the Institute.

- The candidates are required to qualify Tier I (**in case conducted**), which shall in general be at 60% (Relaxation/ Concession to reserved category candidates may be given as per GOI's rules).
- However, the Committee may change the qualifying percentage (60%) depending on number of candidates qualifying in the examination for Tier-II & Tier-III on the basis of the number of vacancies for the respective posts.

Tier-I : Syllabus for following Group-'A' Posts: -

S. No.	Post Name	Syllabus
1	Safety Officer	Annexure - 1
2	Superintending Engineer	Annexure - 2
3	Assistant Executive Engineer (Civil)	Annexure - 3
4	Assistant Executive Engineer (Electrical)	Annexure - 4
5	Medical Officer (Dental)	Annexure - 5
6	Hindi Officer	Annexure - 6
7	Training & Placement Officer	Annexure - 7
8	Career Counsellor	Annexure - 8



9	Senior Systems Analyst	Annexure - 9
10	Principal Systems Analyst	Annexure - 10
11	Assistant Programme Coordinator	Annexure - 11
12	Joint Sports Officer	Annexure - 12
13	Security Officer	Annexure - 13
14	Chief Security Officer	Annexure - 14
15	Counsellor	Annexure - 15
16	Assistant Registrar	Annexure - 16
17	Technical Officer	Annexure - 45
18	Medical Officer	Annexure - 46
19	Medical Officer (Psychiatry)	Annexure - 47

2. **For Group 'B' & 'C' Posts:** -

				Duration of Exam
Tier-I	Written Test	Part-A (General)	50 marks	135 Minutes
		Part-B (Specialization)	120 marks	
Tier-II*	Trade Test/ Computer Test/ Skill Test/ Other Test	Part-C	30 marks	45 Minutes

* Tier-II (Part-C) examination for any/ all positions, may be conducted on paper/practically in field/ laboratories/systems etc. The modalities of the same shall be decided by the Competent Authority of IIT Delhi and informed in due course of time.

Note: -

- (i) The candidates are required to qualify Tier I, which shall in general be at 60% (Relaxation/ Concession to reserved category candidates may be given as per GOI's rules).
- (ii) However, the Committee may change the qualifying percentage (60%) depending on number of candidates qualifying in the examination for Tier-II on the basis of the number of vacancies for the respective posts.
- (iii) **The Part-C (Trade/ Computer/ Skill/ Other Test) of Tier-II of only those candidates shall be evaluated/conducted, who qualify in Tier-I of the Selection process.**
- (iv) The final selection shall depend on the merit of marks obtained by the candidates in both Tier I (170 marks) & Tier II (30 marks) out of total 200 marks, provided, the candidate qualifies in Tier-I.
- (v) The select panel formed out of this process shall be valid for a period of one year.
- (vi) In case of bunching/ bracketing of candidates in the results of the written test, the



priority/merit list would be decided as follows: -

- The candidate having more marks in Tier-I examination for the respective post shall be given preference.
- In case of further bunching/ bracketing of candidates, candidate senior in age shall be given preference.
- In case option at (a) and (b) is exhausted, it shall be decided by the Competent Authority.

SYLLABUS

A. Tier-I (Part-A) (MCQ Type) for all Non-Academic Group 'B' & 'C' posts: -

Tier-I (MCQ Type)	Test Components	No. of Questions	Marks
		(i)	General Awareness: Questions will be designed to test knowledge of current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, India Policy & Constitution. Art & Culture, Geography, Economics, General Policy. Science & Scientific Research. National/ International Organizations/ Institutions events etc.
(ii)	Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.	10	10
(iii)	Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average and Profit & Loss. Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.	10	10
(iv)	Test of English language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc.	10	10
(v)	Computer Awareness: The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.	10	10
	Total	50	50



B. Tier-I (Part-B) and Tier-II (Part-C) Syllabus for following Group-‘B’ & ‘C’ posts: -

S. No.	Post Name	Syllabus
1	Architect	Annexure - 17
2	Horticulture Officer	Annexure - 18
3	Fire Officer	Annexure - 19
4	Junior Engineer (Civil)	Annexure - 20
5	Junior Engineer (Electrical)	Annexure - 21
6	Physiotherapist	Annexure - 22
7	Junior Hindi Translation Officer	Annexure - 23
8	Application Analyst	Annexure - 24
9	Systems Analyst	Annexure - 25
10	Production Manager	Annexure - 26
11	Assistant Teacher (Nursery)	Annexure - 27
12	Assistant Sports Officer	Annexure - 28
13	Assistant Security Officer	Annexure - 29
14	Senior Library Information Assistant	Annexure - 30
15	Junior Superintendent (Caretaking)	Annexure - 31
16	Junior Counsellor	Annexure - 32
17	Assistant Administrative Officer	Annexure - 33
18	Junior Accounts & Audit Officer	Annexure - 34
19	Production Assistant	Annexure - 35
20	Security Inspector	Annexure - 36
21	Hospitality Assistant	Annexure - 37
22	Assistant (Caretaking)	Annexure - 38
23	Administrative Assistant	Annexure - 39
24	Accounts & Audit Assistant	Annexure - 40
25	Junior Technical Officer	Annexure - 41
26	Technical Assistant	Annexure - 42
27	Junior Superintendent (Hospitality)	Annexure - 43
28	Staff Nurse (re-designated as Nursing Officer)	Annexure - 44

INSTRUCTIONS: -

- Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of online application/ advertisement.**
- In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.



3. No correspondence or query shall be entertained from the candidates regarding the eligibility, status of application, communication delays, conduct and result of tests, selection process etc.
4. The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates shall be displayed on Institute Website viz. <https://home.iitd.ac.in/jobs-iitd/index.php> after the shortlisting of the candidate's process is completed.
5. **The applicants must keep a continuous tab on this website for his/her shortlisting/non-shortlisting and latest updates.**
6. **Admit Card informing the Date of Examination, Time, Exam Centre, Instructions etc. shall be issued in due course of time on the registered email-ID.**
7. Only selected candidate(s) shall be informed in due course of time and the result shall be displayed at the Institute Website. No queries regarding the outcome of the selection process shall be entertained.