भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. By Ministry of Education, Govt of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

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दिनांक: 26-09-2022

Advertisement No. IISER M/NF (4)/Regular 2022 dated 07-03-2022

Syllabus and pattern of Exam for the post of Office Attendant Pay Level-1, Post Code 103

A) Skill Test (1st Phase) (Qualifying in nature)

1. Photocopy
2. Computer Basic-On/Off, Connections etc
3. Diary Entry
4. Making and Serving Tea
5. Dusting and Cleaning
6. Paper filing, File maintenance, File page numbering, File numbering
7. Diary Delivery
8. Any other work related to the post.

B) Written Test (2nd Phase) (Those who qualify the Skill Test has to attend Written Test)

The syllabus and pattern of Examination:

1. The examination will be of 1-hour duration.
2. It will comprise multiple choice (4 each A, B, C & D) questions with only one correct Answer.
3. One (1) mark will be awarded for each correct answer and minus (0.25) mark for each incorrect Answer.
4. There will be 50 Questions in the exam.
5. Question paper and Answer key of Exam shall be uploaded on the website for objections if any (to be submitted with supporting documents if necessary) on the Answer key which requires to be submitted within three working days.
6. Final Answer key and result shall be displayed on the website after checking the objections within 15 days.
7. **Tie breaker rule**: if there is a tie on MCQ marks for the last position to be shortlisted, then **Date of Birth** shall be used as tie breaker for final shortlisting.
8. **Medium of Instructions**: The medium of instructions of the Question Paper shall be English. The candidates require to attempt the answers in English only.

Syllabus (12th Standard) for the Exam (50 Questions)

Numerical Ability (20 questions)

1. Area & Volume, Average, LCM, HCF, Percentage, Arithmetic Calculation, Profit and Loss, Ratio & Proportion etc.

General English (10 questions)

2. Usage, English Grammar, Vocabulary, Language proficiency, Comprehension and inference, Grammar etc.

General Awareness & Reasoning (20 questions)

3. General studies, Current affairs, General awareness, Knowledge of IISERs, Series completion, Continues pattern, Coding/decoding, Blood Relation etc.

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