भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81, नॉलेज सिटी, प॰ ओ॰ मनोली, एस॰ ए॰ एस॰ नगर, मोहाली, पंजाब - 140306

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 (9)/Regular 2022 dated 23-06-2022

Syllabus and pattern of Exam for the post of Office Assistant (MS) Pay Level-5, Post Code 05

The syllabus and pattern of Written Examination (Tier-1):

1. The examination will be of 2-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 100 Questions in the exam.
5. Question paper and Answer key of Exam shall be uploaded on the website after the exam 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 **highest scorer in Part C of Exam** shall be shortlisted. The second tie breaker shall be **Date of Birth**.
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 for the Written Exam (100 Questions)

Part A: - General Aptitude (20 questions)

1. **General Awareness**: - National Education Policy, Current Affairs, Institute of National Importance, General knowledge related to IISERs' etc
2. **Logical Reasoning**: - Verbal and non-verbal, Problem solving, Analysis, Judgment, Decision making, Visual memory, Relationship concepts, Figure classification, Analytical reasoning, Syllogism etc.
3. **Quantitative Aptitude**: - Number system, Time and work, Probability, Ratios and proportions, Partnerships, Single and compound interest, Profit and loss, Discount, Percentage, Alligations and mixture, Average, Boat and Streams, Time and distance etc.
4. **Computer Proficiency**: - Basic knowledge of hardware and software of Computer, Operating system, MS Office, Internet, Email and Other widely used computer applications.

Part B: - General English (20 questions)

1. **English Language**: Language competency, Sentence completion/correction, Reading comprehension and inference, English Grammar, Vocabulary etc.

Part C: - Post related General Awareness & Aptitude (60 questions)

1. Service Rules. FR & SR, RTI, Manual for Office Procedure, CCS (CCA) Rules, Conduct Rules, LTC, TA, Leave rules, National Pension System, APAR etc.
2. General Financial Rules 2017, Manual for procurement of Goods/Services/Works
3. Accounting Procedures, NITSER Act, Statutes of IISER Mohali

Tier-2 Exam

Topmost candidates equivalent to 5 times the number of positions, (category wise) as per result of Tier-1 exam will be eligible for Tier 2 exam

Typing test as per advertisement and would be of qualifying nature.

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