Announcement of schedule date and time for Skill Test of the post of Junior Secretariat Assistant under Departmental Promotion Committee

All the applicants are requested to appear for the scheduled Skill Test in the Institute as per the scheduled date and time as mentioned below:

Date of Skill Test: **17-08-2024 (Wednesday)**

Venue: Institute Computer Centre,
Iswar Chandra Vidyasagar Bhawan

Time: 10:30 AM to 12:30 PM

All candidates are requested to report at the above venue before 10:00 AM.

Sd/-
Director
NITTTR, Kolkata

Selection Criteria and indicative syllabus for Skill Test for the post of Junior Secretariat Assistant under Department Promotion Committee

A. Overall weightage for consideration of selection

Component	Weightage
Seniority	15%
Record of ACR	15%
Skill Test	70%

B. Skill Test Weightage for Junior Secretariat Assistant

Skill Test spanning over 2 hours' duration in English language consisting of objective/subjective type questions for 100 marks with following weightage:

Component	Weightage
Noting and Drafting	20%
Typing	20%
Computer Proficiency	25%
English Language and Comprehension	25%
Hindi Language	10%

C. Indicative Syllabus for Skill Test

i.   Noting and Draft:

ii.   Typing:
10 Minutes Typing Test in computer.

iii.   Computer Proficiency:
MS Word, MS Excel MS Power Point Presentation

iv.   English Language and Comprehension:
Precise, Letter Writing, Vocabulary, grammar, sentence structure, Report Writing etc.

v.   Hindi Language:
Translation (English to Hindi and Hindi to English)

Sd/-
Director
NITTTR, Kolkata

LIST OF APPLICANTS APPLIED FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT UNDER DEPARTMENTAL PROMOTION COMMITTEE

1. Shri Dasharath Mandi, MTS
2. Shri Radhanath Rout, MTS
3. Shri Pratap Jana, MTS

Sd/-
Director
NITTTR, Kolkata