

# DIRECT RECRUITMENT FOR VARIOUS POSTS 2022-23

## EXAMINATION SCHEME & SYLLABUS



INDIAN INSTITUTE OF FOREIGN TRADE  
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New Delhi - 110016

## EXAMINATION SCHEME

Sl. No.	Post	PaperI	PaperII	SkillTest/Interview
1	Assistant Registrar (Level-10)	MCQType(150 questions), Time:2 hours, 150 marks	Descriptive Type, Time:2hours, 150 marks	<b>Interview</b> (150marks)
2	Personal Assistant (Level-6)	MCQType(150 questions), Time:2 hours, 300 marks	Descriptive Type, Time:2hours, 150 marks	<b>Skill Test</b> Time:1hr,50marks (qualifying in nature)
3	Library Information Assistant (Level-6)	MCQType(150 questions), Time:2 hours, 300 marks	DescriptiveType, Time:3hours, 150 marks	<b>Skill Test</b> Time:1hr,50marks (qualifying in nature)
4	Stenographer (Level-4)	MCQType(150 questions), Time:3 hours, 300 marks	N/A	<b>Skill Test</b> Time:½hrs,50marks (qualifying in nature)
5	Senior Assistant (Level-6)	MCQType(150 questions), Time:2 hours, 300 marks	DescriptiveType, Time:3hours, 200 marks	N/A

### IMPORTANT:

- i. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- ii. 20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.
- iii. The minimum qualifying marks for Paper I and Paper II separately shall be 45 %for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
- iv. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
- v. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
- vi. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interviewseparately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
- vii. 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 aggregate in the examination/degree/diploma which is definedas the minimum eligibility for the respective post will be given preference.
  - In case of further bunching/bracketing of candidates, candidate senior in age will be givenpreference.
  - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

# SYLLABUS

## POST : ASSISTANT REGISTRAR

### PAPER I

General Studies	Total questions	Total marks	Type of questions	Duration
150	150	150	MCQ	2 hrs

**Paper I: Test of General Studies (MCQ Type) Questions:** Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability. Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested. In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

### PAPER II

Topic	Marks allocated
<b>Educational Administration and Financial Management (Descriptive Type)</b>	
Knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field,	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Basic concepts and principles of Public Administration and Finance including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility,	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge of relevant regulations and guidelines viz. CCA/CCS Rules, RTI, POSH etc. (addition)	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.	20 marks (2 questions x 10 marks). Each question to be answered in 100 words
Financial Administration including budget, formulation and execution of budget, General Financial Rules (GFR), FR-SR, etc.	30 marks (3 questions x 10 marks). Each question to be answered in 100 words
Application of Information Communication Technology (ICT) and other modern technologies in the University system.	20 marks (2 questions x 10 marks). Each question to be answered in 100 words
<b>Total Marks</b>	<b>150 Marks</b>



## PERSONALITY TEST/INTERVIEW

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extracurricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

### **Note:**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. **The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.**
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45 % for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
8. 20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

## POST : PERSONAL ASSISTANT

### PAPER I

Section (i)	Section (ii)	Section (iii)	Section (iv)				
General Awareness	Reasoning ability	Mathematical ability	Language (Hindi/English)	Total questions	Total marks	Type of questions	Duration
30	40	40	40	150	300	MCQ	2 hrs

**(i) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the 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, Indian Polity & 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.

**(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, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(iv) Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. Candidate shall have the option for test of Hindi or English.

### PAPER II

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
<b>Total Marks</b>	<b>150 Marks</b>

## SKILL TEST NORMS

- (a) Dictation: 10 mts @ 100 w.p.m.
- (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mailcommunication etc.

The test will be of 50 marks. To qualify the candidate should obtain 25 marks.(This will however be only be qualifying in nature.)

### Note:

1. The question paper shall be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. **The questions in the written test will be of the level of degree/diploma/ examination which is defined as the minimum eligibility for the respective post.**
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
8. 20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.



## POST : LIBRARY INFORMATION ASSISTANT

### PAPER I

#### **Detailed Syllabus for Paper I:**

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the 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 her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence 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.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. Candidate shall have the option for test of Hindi or English.

Section (i)	Section (ii)	Section (iii)	Section (iv)	Section (v)				
Library Aptitude	General Awareness	Reasoning ability	Mathematical ability	Language (Hindi/English)	Total questions	Total marks	Type of questions	Duration
50	25	25	25	25	150	300	MCQ	2 hrs

**Note** – The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD). Section (ii), (iii), (iv) and (v) of paper I will be evaluated only if candidate obtains 50% in the section (i).

### PAPER II

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 – 50 MCQ 100 marks (50 questions)
Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.	Section 2 – 5 Questions of 10 marks each Descriptive type (50 marks)
<b>Total Marks</b>	<b>150 Marks</b>

## **SKILL TEST:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- Knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
  - Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannada, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Time : 1 hr ; The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.

### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. **The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.**
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. However, section (ii), (iii), (iv) & (v) of the Paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the Paper-I, 5% relaxation will be provided for SC/ST/OBC/PwD.
5. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
6. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
7. Merit shall be drawn only for candidates who qualify Paper I and Paper II and skill test, if any separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
8. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots
9. 20 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.



## POST : STENOGRAPHER

### PAPER I

Section (i)	Section (ii)	Section (iii)	Section (iv)				
General Awareness	Reasoning ability	Mathematical ability	Language (Hindi/English)	Total questions	Total marks	Type of questions	Duration
30	40	40	40	150	300	MCQ	3 hrs

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the 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, Indian Polity & 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.

(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, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

#### **(iv) Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. Candidate shall have the option for test of Hindi or English.

### SKILL ASSESSMENT

**Time:** ½ hrs.\*. The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be onlybe qualifying in nature. (20 minutes extra per hour would be given to Visual Handicapped and Cerebral Palsy candidates.)

#### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of 12th Class/ Senior Secondary level which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## POST : SENIOR ASSISTANT

### PAPER I

Section (i)	Section (ii)	Section (iii)	Section (iv)				
General Awareness	Reasoning ability	Mathematical ability	Language (Hindi/English)	Total questions	Total marks	Type of questions	Duration
30	40	40	40	150	300	MCQ	2 hrs

**(i) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the 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, Indian Polity & 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.

**(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, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(iv) Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. Candidate shall have the option for test of Hindi or English.

### PAPER II

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)
<b>Total Marks</b>	200 Marks

**Note:**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. **The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.**
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
8. 20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.