

# National Institute of Fashion Technology

(MINISTRY OF Textiles)

भारत सरकार

GOVERNMENT OF INDIA

Anexure - II

**Scheme & Syllabus of Written Test for following Administrative Posts at  
NIFT, Srinagar:**

S.No.	Name of the Post	Selection Criteria
01	Assistant (Administration)	Skill Test & Written Test
02	Assistant (Finance & Accounts)	Skill Test & Written Test
03	Library Assistant	Written Test Only
04	Junior Assistant	Skill Test & Written Test
05	Nurse	Written Test Only

For the posts mentioned at 01,02 & 04, the eligible candidates shall appear for skill test first. The skill test shall be of qualifying nature only. Thereafter, only those applicants who qualify the skill test shall be allowed to appear in written test. The final selection shall be made on written test only.

In case of the post of Junior Assistant, weightage of 05 points shall be granted in final selection to applicants having diploma/degree in computers. For above purpose only diploma awarded by institutions recognized by Govt shall be admissible. In case of full-time diploma, the minimum duration shall be 1 year while in case of part time, the minimum duration shall be 2 years. Alternatively, Govt recognized degrees in computer application shall also be accepted. Applicants possessing diploma/degree as explained above shall be given 5 marks as preferential weightage in the final Selection. Accordingly, the written test for the post of Junior Assistant shall have an overall weightage of 95 marks only.

**Scheme of Written/Skill Test**

**1. Skill Test - Qualifying Test only; it shall have no weightage in the final selection.**

**a) Post: Assistant Administration**

Typing speed of at least 40 wpm in English/Hindi on Desktops

**b) Post: Junior Assistant**

Typing speed of 30 wpm in English or 25 words per minute in Hindi on Desktops

**c) Assistant (Finance & Accounts)**

The skill test shall be conducted to evaluate working knowledge of Accounting Software (Tally). For this purpose, obtaining 50% marks shall be mandatory for qualifying the skill test.

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## 2. Written Test:

The written test paper contains Multiple Choice Questions (MCQs). Each MCQ carry 01 Marks for correct answer. There will be no negative marking for wrong answers in the tests. The paper shall consist of following:

A. For Posts: Assistant (Administration) & Assistant (Finance & Accounts),

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	10	10
02	Reasoning Ability	10	10
03	Numerical Ability	15	15
04	General English	15	15
05	Domain Knowledge	50	50
<b>Total</b>		<b>100</b>	<b>100</b>

B. For the post of Junior Assistant:

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	20	20
02	Reasoning Ability	20	20
03	Numerical Ability	20	20
04	General English	10	10
05	Domain Knowledge	25	25
<b>Total</b>		<b>95</b>	<b>95</b>
<b>Points for diploma/degree in Computers</b>		<b>NA</b>	<b>05</b>
<b>G.Total</b>			<b>100</b>

C. For the post of Library Assistant & Nurse:

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	10	10
02	General English	15	15
03	Domain Knowledge	75	75
<b>Total</b>		<b>100</b>	<b>100</b>

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Syllabus for Written Test

## 01. POST: Assistant (Administration):

- a) **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World (10 marks).
- b) **Reasoning Ability:** Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification. (10 marks)
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance (15 marks).
- d) **General English:** Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' & 'The', Idioms & Phrases (15 marks)..
- e) **Domain Knowledge (50 Marks):**
  - i. Office procedure & Office Management, General Financial Rules-2017, Govt of India Rules and Regulations governing the functioning of Central Govt Department/ Autonomous Bodies (40 marks)
  - ii. Introduction to Textiles Sector in India – its role in economy of the country. NIFT and its mandate (10 Marks)

## 02. POST: Assistant (Finance & Accounts):

- a) **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World (10 marks).
- b) **Reasoning Ability:** Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification (10 marks).
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance (15 marks).
- d) **General English:** Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' & 'The', Idioms & Phrases (15 marks)..
- e) **Domain Knowledge (50 marks):**
  - i. General Financial Rules, Accounting, Financial management, Taxation, Accounting Software etc (40 marks).
  - ii. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate (10 marks).

## 3. POST: Library Assistant:

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- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World (10 marks).
- b. **General English:** Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' & 'The', Idioms & Phrases (15 marks)..
- c. **Domain Knowledge (75 Marks):**
  - a. Management and maintenance of various resources of the library (65 marks)
  - b. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate (10 marks)

#### **4. POST: Junior Assistant:**

- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World (20 marks)..
- b. **Reasoning Ability:** Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification (20 marks).
- c. **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance (20 marks).
- d. **General English:** Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' & 'The', Idioms & Phrases (10 marks).
- e. **Domain Knowledge (25 marks):**
  - i. Basic Computer knowledge, Knowledge of internet, sending emails, downloads, searching etc., Office Management, Communications skills (15 Marks)
  - ii. Introduction to Textile Sector in India- its role in economy of country, NIFT and its Mandate (10 marks)

#### **5. Nurse:**

- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World (10 marks).
- b. **General English:** Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' & 'The', Idioms & Phrases (15 marks).
- c. **Domain Knowledge (75 Marks):**
  - a. Anatomy and Physiology, Microbiology, Fundamental of Nursing, First Aid, Community Health Nursing, Health Education and Communication Skills, Nutrition, Medical Surgical Nursing, Mental Health and Psychiatric Nursing, Computers in Nursing, Midwifery and Gynaecological Nursing, Paediatric Nursing, Wound healing, Sterilization, methods and precautions (65 Marks)
  - b. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate (10 Marks).

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