

# National Institute of Fashion Technology (MINISTRY OF Textiles)

भारत सरकार  
GOVERNMENT OF INDIA

## Annexure -II

### Scheme & Syllabus of Written Test for following Administrative Posts at NIFT, Kangra:

S. No.	Name of the Post	Selection Criteria
01	Assistant (Administration)	Skill Test & Written Test
02	Assistant (Finance &Accounts)	Skill Test & Written Test
03	Machines Mechanic	Skill Test & Written Test
04	Stenographer Grade – III	Skill Test & Written Test
05	Junior Assistant	Skill Test & Written Test
06	Lab. Assistant	Skill Test & Written Test
07	Assistant Warden For (Girls Hostel)	Written Test Only
08	Nurse	Written Test Only
09	Library Assistant	Written Test Only

For the posts mentioned at Sr. No. 01 to 06, 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.

### 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) **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.
- c) **Stenographer Grade – III**  
Office procedure & Office Management, Shorthand test (80 wpm) Typing Test (40wpm).
- d) **Machines Mechanic / Lab. Assistant**  
Demonstration of Machines / Laboratory Equipment in the relevant field
- e) **Post: Junior Assistant**  
Typing speed of 30 wpm in English or 25 words per minute in Hindi on Desktops

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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), Stenographer Grade – III, Asst. Warden (Girls Hostel), Junior Assistant,

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

B. For the post of Library Assistant, Nurse, Lab. Assistant, Machines Mechanic:

S. No.	Category	No. of Questions	Marks Allotted
01	General Knowledge, Reasoning Ability, Numerical Ability, General English	25	25
05	Domain Knowledge	75	75
<b>G. 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
- 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.
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.
- 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.
- 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 .
- 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.
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.
- 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.
- e) **Domain Knowledge :**
  - i. General Financial Rules, Accounting, Financial management, Taxation, Accounting Software etc.
  - ii. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate.

## 03 (a) POST :- Machines Mechanic - Competency C

- a) **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.

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- 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.
- c) **Domain Knowledge**
- i) Knowledge of tools, Operative Efficiency, Demonstration Ability, Machine Sample Development. Knowledge of operating and repairing and maintenance of general workshop machineries in the fields of solid metal working, sheet metal working, wood working, Plastic working machines i.e.: Lathe, Milling, Thermoforming, Injection moulding metal casting, CNC machines like 3D printing, Laser cutting and water jet cutting etc.

## 03 (b) POST :- Machines Mechanic - Competency A

- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.
- 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.
- c. **Domain Knowledge**
- i) Knowledge of tools, Operative Efficiency, Demonstration Ability, Machine Operation and Sample Development. In repair and maintenance of cutting / Sewing / Finishing machines In garment manufacturing organization / training institute

## 04 POST :- Stenographer – Grade – III

- a) **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.
- 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.
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.
- 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.
- e) **Domain Knowledge:**
- i) Office procedure & Office Management, Shorthand test MS Office (Word/ Excel/ PowerPoint, Govt. of India Rules and Regulations governing the functioning of Central Govt. Department/ Autonomous Bodies.

## 05. POST: Junior Assistant:

- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.
- 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

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letters/ numbers coding, decoding & classification.

- c. **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.
- 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.
- e. **Domain Knowledge :**
  - i. Basic Computer knowledge, Knowledge of internet, sending emails, downloads, searching etc., Office Management, Communications skills.
  - ii. Introduction to Textile Sector in India- its role in economy of country, NIFT and its Mandate.

## 06 (a) POST Lab Assistant: Competency E

- 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 (50Marks):**
  - i) Knowledge of weaving preparation, weaving on table top loom, dobby and jacquard with electronic harness, Computerized Automatic Sample Loom, Textile Testing, Textile Printing and knowledge of yarns etc..

## 06 (b) POST Lab Assistant: Competency - C2

- 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 (50Marks):**
  - i) Knowledge on jewellery & silverware making; knowledge of handcrafted and cast gold & studded jewellery making, master making & related materials, processes and understanding of materials, processes, equipment, tools & machinery.

## 06 (c) POST Lab Assistant: Competency -F

- 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 (50Marks):**
  - i) Knowledge still & video photography and knowledge of video switching non-linear editing, chromakeying, Broadcasting, Audio/Video Routing, lighting techniques and operating MAC and Windows OS

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## 06 (d) POST Lab Assistant: Competency - G

- 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 (50Marks):
  - i) Knowledge of IT lab management (including software installation, networking and basic problem solving) and should essentially have the proficiency in MS Office / video conferencing / browsing applications.

## 07 POST: Assistant Warden for (Girls Hostel):

### Syllabus for Written Test (50 Marks)

- a) **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs - India & World.
- 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.
- c) **Numerical Ability:** Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.
- 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.
- e) **Domain Knowledge (50Marks):**
  - i) Office procedure, Hostel Management, Compliance of the Govt. rules for operation of Hostel and Canteen / Mess Management, Management of Medical Facility.

## 08 POST: Nurse:

- a. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.
- 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.
- c. **Domain Knowledge:**
  - i Anatomy and Physiology, Microbiology, Fundamental of Nursing, First Aid,

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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.

- ii. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate.

### **09 POST: Library Assistant:**

- d. **General Knowledge:** Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.
- e. **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.
- f. **Domain Knowledge**
  - i. Management and maintenance of various resources of the library.
  - ii. Introduction to Textiles Sector in India – its role in economy of the country, NIFT and its mandate.

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