

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway,

P.O. Box No. 04, Faridabad - 121001

Recruitment notice no. - THS/RN/23/2021

Selection pattern and Syllabus for the written test For the post of Management Assistant

I. Selection pattern

S.	Exam type	Exam pattern	Marks	Duration	Exam Centre		
No.				of Exam			
1	Written Test	Multiple choice questions	50 questions x		THSTI,		
		(Domain specific, General	1 Mark		Faridabad		
		Awareness)					
		Descriptive Questions	4 questions	90 min			
		(Domain specific)	(out of 6				
			questions) x 5				
			Mark				
		Total Marks	70 marks				
> T	➤ There will be negative marking @0.25 marks for every wrong answer in MCQ.						

II. Syllabus for the written test

S.No.	Exam pattern	Syllabus		
1.	Multiple choice questions	HR and Administration —		
		Finance & Accounts - 40 questions		
		Stores & Purchase		
		Academic Matters —		
		General Awareness - 10 questions		
		(All are compulsory to attempt)		
2.	Descriptive questions	HR & Administration/ Finance & Accounts / Stores &		
		Purchase/ Academic Matters		
		(The candidate can attempt any 4 out of 6 questions)		