



# Indian Institute of Management Kashipur

## Syllabus for Written and Skill test and shortlisting criteria for the post of Assistant Administrative Officer

The written examination will comprise two papers and skill test. The criteria for written examinations are as follows:

### Paper-I (MCQ type) Bilingual Paper:

Sl.No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1.	Language Proficiency in English	25	25	2 Hours
2.	General Studies/ Current Affairs	15	15	
3.	Analytical Ability/ Reasoning	10	10	
4.	Quantitative Aptitude	15	15	
5.	Computer Skills/ MS-Office	10	10	
6.	GoI Rules, Filing, Noting, Drafting, Office Procedures, General Hindi	25	25	

**NB: Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.**

### Paper-II (Descriptive Type) Bilingual paper:

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English*	2	20 marks	30 minutes
2	Office Procedures, Filing, Noting and Drafting	3	30 marks	30 minutes

**\* compulsory section with 50 % as minimum passing marks**

**NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20 % candidates (in Paper-I) will only be evaluated and considered for further process.**

### Paper-III (Skill Test ) Qualifying Only: Typing in English 35 w.p.m.



Overall merit will be decided on the basis of combined merit of Paper I & II.

**PERSONNEL DEPARTMENT**