



Indian Institute of Management Kashipur

Syllabus for Written test and shortlisting criteria for the post of General Duty Assistant

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

Paper-I (MCQ type) Bilingual Paper

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1.	Language proficiency in English	20	20	2 hours
2.	General Knowledge	10	20	
3.	Analytical Ability	10	10	
4.	Computer Skills and M S Office	20	10	
5.	Basic GoI Rules	15	15	
6.	Office Procedures	15	15	
7.	Filing, Noting, Drafting	10	10	
			Total Marks	100

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*	2-3	25 marks	half hour duration
2	Office Procedures, Filing, Noting and Drafting	2-3	25 marks	half hour duration

*** 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 & Hindi 30 w.p.m.



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

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