



# **Indian Institute of Management Kashipur**

## **SYLLABUS**

### **STRUCTURE OF QUESTION PAPER FOR THE POST OF ASSISTANT EXECUTIVE [LEVEL 6] IIM KASHIPUR.**

**Pattern and Syllabus of the Written test – two stage examination**

#### **1. Stage 1 Exam Total Marks 200, Duration 2 hours-**

This will comprise of MCQS [Bilingual], Two [2] marks will be awarded for each correct answer and zero [0] mark if the question is unanswered. For an incorrect answer, half[ 0.5] will be deducted.

#### **Section 1 [100 marks], Mathematics and Numerical Ability, General Awareness and Current Affairs, Logical Reasoning**

##### **1.1: Mathematics & Numerical ability [50 marks]**

Numbers HCF/LCM of numbers, Problems on ages, Percentage, Profit and Loss, Ratio and Proportion, Partnership, Time and work, Pipes & Cistern, Time & Distance, Problems on Trains, Alligation or Mixture, Simple/Compound interest, Permutations and Combinations, Probability.

##### **1.2: General Awareness and Current Affairs [24 marks]**

I. Static GK-Will cover topics about the static facts, the facts that are never going to change, the future which includes History, Geography, Economics and Politics.

II. Current Affairs: includes Dynamic portion and cover the events of National and international importance or recent developments

##### **III. Logical reasoning: [26 marks]**

Numerical series, circular seating arrangement, linear seating arrangement, coding and decoding, blood relations, analogy, directions and distances, ordering and ranking, data sufficiency, number puzzle, statement and conclusions, Venn diagram.

## **2. Section 2 100 marks: English Language and Comprehension Computer Proficiency, office duties**

### **2.1 English Language and Comprehension [50 marks]**

- I. Vocabulary like Synonyms & Antonyms, fill in the blanks, spelling Test idioms and phrases, one word substitution, sentence of phrase improvement
- II. Grammar-sentence correction/spotting the error, fill in the blanks, sentence or phrase improvement, active-passive voice, direct-indirect speech.
- III. Comprehension: Reading comprehension
- IV. Sentence Rearrangement: Jumbled sentence, para jumbles

### **2.2: Computer proficiency [30 marks]**

- I. Knowledge of MS Word, Excel, Power point and access, basic commands
- II. Google Doc, emails, internet, commonly use social media handles [WhatsApp, FB Twitter etc]

### **2.3 Office duties [20 marks]**

1. GoI Rules, Noting and Drafting
2. Office Procedures, general Hindi

## **B. Stage 2 Exam – Total marks 200 Duration 2 hours**

**1. Paper-I [Descriptive 200 marks]. The question paper will be descriptive in nature.**

**Candidates who qualifying the typing test i.e. Paper-I Stage 2] will be eligible to appear for paper -II [Stage 2]**

### **1.1 English Language and Comprehension [120 marks]**

Paragraph, summary, reading comprehension and inferences, critical reasoning, email drafting, situational questions

### **1.2 Microsoft office skills [40 marks]**

Microsoft office word, Microsoft excel, Microsoft PowerPoint

### **1.3 Office Management [40 marks]**

Records and files management, office communication, office noting and drafting, accounts and income tax, store & Purchase, office automation, team management, vendor management, business development, moral ethics, project management [specifically project scheduling, CPM & PERT.

Overall merit will be decided on the basis of combined merit of stage 1 and 2 exams.

**2. Paper-II [Typing test] qualifying only: Typing in English 35 wpm**