



Indian Institute of Management Kashipur

Syllabus for Written and Skill test for the post of Administrative Executive (Level 08) against Adv. No: IIMKPV/ Non-teaching/ICA/2023/3 dated 21.07.2023

The written examination will comprise two parts. The exam pattern for written examinations for post of Administrative Executive are as follows.

A. Part-I (MCQ type: 200 marks): Exam with MCQs in Part I, each correct answer is worth two marks, while each incorrect answer is worth minus one by two mark (-1/2).

S. No.	Subject/Syllabus	Maximum Marks	Duration
Section 1: (100 Marks)			2 Hours Note: Total 100 questions and maximum marks would be 200.
1	Mathematics & Numerical Ability	50	
2	General Awareness and Current Affairs	24	
3	Logical Reasoning	26	
Section 2: (100 Marks)			
4	English Language and Comprehension	50	
5	Computer Proficiency	30	
6	Office Management	20	

B. Part-II (Descriptive Type: 200 marks):

It will comprise of the following:

S. No.	Subject/Syllabus	Maximum Marks	Duration
Paper- II Descriptive: (200 Marks)			
1	English Language and Comprehension*	120	2 Hours
2	Microsoft Office Skills	40	
3	Office Management	40	

Content

A. Part-I (MCQ type):

Section-1: (100 Marks)

1. Mathematics & Numerical Ability (50): Numbers, H.C.F. & L.C.M. of Numbers, Problems on Ages, Percentage, Profit & Loss, Ratio & Proportion, Partnership, Time & work, Pipes & Cistern, Time & Distance, Problems on Trains, Permutations & Combinations, Alligation or Mixture, Simple Interest, Compound Interest, Probability.

2. General Awareness and Current Affairs (24): Static GK – This covers topic about the static facts, the facts that are never going to change in the future. It includes History, Geography, Economics and

Polity, **Current Affairs**– This is the dynamic portion and covers the events of national and international importance or recent developments, **Miscellaneous** – This part covers questions related to important days, National Schemes, Book Names and Authors, Computers, etc.

- 3. Logical Reasoning (26): Verbal and Non- Verbal:** 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 Conclusion, Venn Diagram.

Section-2: (100 Marks)

- 4. English Language and Comprehension (50): Vocabulary:** Synonyms & Antonyms, fill in the blanks, spelling Test, Idioms and Phrases, One-word substitution, Sentence or Phrase Improvement, **Grammar:** Sentence correction/ Spotting the error, Fill in the blanks, Sentence or Phrase Improvement, Active-Passive Voice, Direct-Indirect Speech, **Comprehension:** Reading Comprehension, **Sentence Rearrangement:** Jumbled Sentence, Parajumbles.
- 5. Computer Proficiency (30):** Knowledge of MS Word, Excel, PowerPoint, and access including basic commands, Google Doc, Emails, Internet, commonly used social media handles (WhatsApp, Facebook, Twitter, etc.)
- 6. Office Management (20):** GoI Rules, Filing, Noting, Drafting, Office Procedures, General Hindi.

Part-II (Descriptive Type) (200 Marks)

- 1. English Language and Comprehension (120 Marks):** Paragraph Summary, Reading Comprehension & Inferences, Critical Reasoning, Email Drafting, Situational questions.
- 2. Microsoft Office Skills (40 Marks):** Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- 3. Office Management (40 Marks):** Record 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).