



भारतीय प्रबंध संस्थान काशीपुर
Indian Institute of Management Kashipur

NOTICE

The written test for the position of Administrative Assistant (Level - 4) published vide Advertisement No: IIMKPV/Non-teaching/2023/2 dated 01.12.2023 is scheduled to be held on 24th November 2024 at Academic Vihara, IIM Kashipur, Kundeshwari, District Udham Singh Nagar, Kashipur, Uttarakhand 244713

(call letters are being issued separately through email (primary) and by post at their correspondence address mentioned in the application form).

The candidates who have not forwarded their application through the proper channel are requested to bring the NOC and Vigilance Certificate (in original) at the time of written test. Failing which their candidature will be cancelled and will not be allowed to take part in the further selection process.

The list of final shortlisted candidates and Syllabus for the written test is appended below:

S. No.	Registration No.	Final Remarks
1	NT2023-2/0151	Shortlisted (subject to submission of Graduation certificate and mark sheets before written test)
2	NT2023-2/0272	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
3	NT2023-2/0315	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
4	NT2023-2/0392	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
5	NT2023-2/0002	Shortlisted
6	NT2023-2/0014	Shortlisted
7	NT2023-2/0015	Shortlisted
8	NT2023-2/0017	Shortlisted
9	NT2023-2/0020	Shortlisted

10	NT2023-2/0026	Shortlisted
11	NT2023-2/0035	Shortlisted
12	NT2023-2/0037	Shortlisted
13	NT2023-2/0041	Shortlisted
14	NT2023-2/0048	Shortlisted
15	NT2023-2/0051	Shortlisted
16	NT2023-2/0055	Shortlisted
17	NT2023-2/0058	Shortlisted
18	NT2023-2/0060	Shortlisted
19	NT2023-2/0063	Shortlisted
20	NT2023-2/0064	Shortlisted
21	NT2023-2/0065	Shortlisted
22	NT2023-2/0066	Shortlisted
23	NT2023-2/0067	Shortlisted
24	NT2023-2/0069	Shortlisted
25	NT2023-2/0070	Shortlisted
26	NT2023-2/0072	Shortlisted
27	NT2023-2/0079	Shortlisted
28	NT2023-2/0080	Shortlisted
29	NT2023-2/0081	Shortlisted
30	NT2023-2/0090	Shortlisted
31	NT2023-2/0094	Shortlisted
32	NT2023-2/0106	Shortlisted
33	NT2023-2/0115	Shortlisted
34	NT2023-2/0119	Shortlisted
35	NT2023-2/0122	Shortlisted
36	NT2023-2/0124	Shortlisted
37	NT2023-2/0126	Shortlisted
38	NT2023-2/0129	Shortlisted
39	NT2023-2/0132	Shortlisted
40	NT2023-2/0134	Shortlisted
41	NT2023-2/0136	Shortlisted
42	NT2023-2/0138	Shortlisted
43	NT2023-2/0139	Shortlisted
44	NT2023-2/0144	Shortlisted
45	NT2023-2/0145	Shortlisted
46	NT2023-2/0146	Shortlisted
47	NT2023-2/0148	Shortlisted
48	NT2023-2/0150	Shortlisted
49	NT2023-2/0156	Shortlisted
50	NT2023-2/0157	Shortlisted

51	NT2023-2/0159	Shortlisted
52	NT2023-2/0161	Shortlisted
53	NT2023-2/0162	Shortlisted
54	NT2023-2/0165	Shortlisted
55	NT2023-2/0168	Shortlisted
56	NT2023-2/0171	Shortlisted
57	NT2023-2/0173	Shortlisted
58	NT2023-2/0174	Shortlisted
59	NT2023-2/0175	Shortlisted
60	NT2023-2/0179	Shortlisted
61	NT2023-2/0180	Shortlisted
62	NT2023-2/0183	Shortlisted
63	NT2023-2/0185	Shortlisted
64	NT2023-2/0191	Shortlisted
65	NT2023-2/0193	Shortlisted
66	NT2023-2/0195	Shortlisted
67	NT2023-2/0197	Shortlisted
68	NT2023-2/0205	Shortlisted
69	NT2023-2/0206	Shortlisted
70	NT2023-2/0207	Shortlisted
71	NT2023-2/0212	Shortlisted
72	NT2023-2/0219	Shortlisted
73	NT2023-2/0221	Shortlisted
74	NT2023-2/0226	Shortlisted
75	NT2023-2/0230	Shortlisted
76	NT2023-2/0234	Shortlisted
77	NT2023-2/0240	Shortlisted
78	NT2023-2/0241	Shortlisted
79	NT2023-2/0243	Shortlisted
80	NT2023-2/0247	Shortlisted
81	NT2023-2/0249	Shortlisted
82	NT2023-2/0253	Shortlisted
83	NT2023-2/0255	Shortlisted
84	NT2023-2/0256	Shortlisted
85	NT2023-2/0259	Shortlisted
86	NT2023-2/0261	Shortlisted
87	NT2023-2/0263	Shortlisted
88	NT2023-2/0266	Shortlisted
89	NT2023-2/0268	Shortlisted
90	NT2023-2/0269	Shortlisted
91	NT2023-2/0271	Shortlisted

92	NT2023-2/0274	Shortlisted
93	NT2023-2/0276	Shortlisted
94	NT2023-2/0281	Shortlisted
95	NT2023-2/0289	Shortlisted
96	NT2023-2/0293	Shortlisted
97	NT2023-2/0294	Shortlisted
98	NT2023-2/0295	Shortlisted
99	NT2023-2/0299	Shortlisted
100	NT2023-2/0300	Shortlisted
101	NT2023-2/0304	Shortlisted
102	NT2023-2/0305	Shortlisted
103	NT2023-2/0307	Shortlisted
104	NT2023-2/0308	Shortlisted
105	NT2023-2/0309	Shortlisted
106	NT2023-2/0311	Shortlisted
107	NT2023-2/0317	Shortlisted
108	NT2023-2/0318	Shortlisted
109	NT2023-2/0321	Shortlisted
110	NT2023-2/0326	Shortlisted
111	NT2023-2/0329	Shortlisted
112	NT2023-2/0331	Shortlisted
113	NT2023-2/0333	Shortlisted
114	NT2023-2/0334	Shortlisted
115	NT2023-2/0336	Shortlisted
116	NT2023-2/0338	Shortlisted
117	NT2023-2/0341	Shortlisted
118	NT2023-2/0342	Shortlisted
119	NT2023-2/0344	Shortlisted
120	NT2023-2/0347	Shortlisted
121	NT2023-2/0351	Shortlisted
122	NT2023-2/0354	Shortlisted
123	NT2023-2/0355	Shortlisted
124	NT2023-2/0356	Shortlisted
125	NT2023-2/0358	Shortlisted
126	NT2023-2/0359	Shortlisted
127	NT2023-2/0360	Shortlisted
128	NT2023-2/0363	Shortlisted
129	NT2023-2/0366	Shortlisted
130	NT2023-2/0368	Shortlisted
131	NT2023-2/0370	Shortlisted
132	NT2023-2/0371	Shortlisted

133	NT2023-2/0374	Shortlisted
134	NT2023-2/0375	Shortlisted
135	NT2023-2/0376	Shortlisted
136	NT2023-2/0382	Shortlisted
137	NT2023-2/0383	Shortlisted
138	NT2023-2/0388	Shortlisted
139	NT2023-2/0391	Shortlisted
140	NT2023-2/0394	Shortlisted
141	NT2023-2/0008	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
142	NT2023-2/0046	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
143	NT2023-2/0052	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
144	NT2023-2/0082	Shortlisted
145	NT2023-2/0095	Shortlisted
146	NT2023-2/0192	Shortlisted
147	NT2023-2/0200	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
148	NT2023-2/0202	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
149	NT2023-2/0211	Shortlisted
150	NT2023-2/0225	Shortlisted (subject to submission of Graduation certificate and mark sheets before written test)
151	NT2023-2/0244	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
152	NT2023-2/0270	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
153	NT2023-2/0278	Shortlisted (subject to submitting the experience certificate clearly indicating the length of service, before written test)
154	NT2023-2/0306	Shortlisted

Syllabus for Written Test Exam for the post of Administrative Assistant
(Level 04)

There will be a two-stage recruitment exam for the post of Administrative Assistant (Level 04).

A) Stage 1 Exam (Total Marks 200, Duration 02 Hours): Stage 1 exam will comprise of MCQs (Bilingual Paper). Two (2) marks will be awarded for each correct answer and half marks (0.5) will be deducted for each incorrect answer. It will comprise of the following two sections.

1. Section 1(100 Marks): Mathematics & Numerical Ability, General Awareness and Current Affairs, Logical Reasoning

1.1. Mathematics & Numerical Ability (50 Marks): 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, Allegation or Mixture, Simple Interest, Compound Interest, Permutations & Combinations, Probability

1.2. General Awareness and Current Affairs (24 Marks)

i. 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.

ii. Current Affairs– This is the dynamic portion and covers the events of national and international importance or recent developments.

iii. Miscellaneous – This part covers questions related to important days, National Schemes, Book Names and Authors, Computers, etc.

1.3. Logical Reasoning (26 Marks) –

Verbal and Non- Verbal reasoning: 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

An indicative list of the main subjects are as follows.

2. Section 2 (100 Marks): English Language and Comprehension, Computer Proficiency, Office Duties.

2.1. English Language and Comprehension (50 Marks)

i. Vocabulary: Synonyms & Antonyms, Fill in the blanks, spelling Test, Idioms and Phrases, One-word substitution, Sentence or 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, PowerPoint, and access including basic commands

ii. Google Doc

iii. Emails

iv. Internet

v. Commonly use social media handles (WhatsApp, FB, Twitter, etc.)

2.3. Office Duties (20 Marks)

i. GoI Rules

ii. Filing, Noting, Drafting

iii. Office Procedures

iv. General Hindi

(B) Stage 2 Exam (200 Marks): Stage 2 exam will comprise of the following two papers.

1. Paper- I Descriptive: (200 Marks): The question paper will be descriptive in nature.

1.1 English Language and Comprehension (120 Marks)

Paragraph Summary, Reading Comprehension & Inferences, Critical Reasoning, Email Drafting, Situational questions

1.2 Microsoft Office Skills (40 Marks)

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

1.3. 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, Project Management (specifically project scheduling)

2.Paper- II (Typing Test) Qualifying Only: Typing in English 30 w.p.m.

Note : Overall merit will be decided on the basis of combined merit of Stage 1 & 2 exams.

S/d
Chief Administrative Officer