



Indian Institute of Management Kashipur

Syllabus for Written and Skill test and shortlisting criteria for the post of Administrative Executive (Level 08)

The written examination will comprise two stages. The exam pattern for written examinations for post of Assistant Administrative Officer are as follows.

A. Stage-I (MCQ type: 200 marks): Exam with MCQs at Stage 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. Stage-II (Descriptive Type: 200 marks): Candidates, who secure at least **50 percentiles** in Stage-I, will qualify for Stage-II. It will comprise of the following two papers.

S. No.	Subject/Syllabus	Maximum Marks	Duration
Paper- I (Computer Typing Test) Qualifying Only: Typing in English 35 w.p.m.			
Paper- II Descriptive: (200 Marks)			
1	English Language and Comprehension*	120	2 Hours
2	Microsoft Office Skills	40	
3	Office Management	40	

* Compulsory section with 50% as minimum passing marks

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

Content

A. Stage-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 use social media handles (WhatsApp, Facebook, Twitter, etc.)

6. Office Management (20): GoI Rules, Filing, Noting, Drafting, Office Procedures, General Hindi.

Paper-II (Descriptive Type):

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

Paper- II Descriptive: (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).



Indian Institute of Management Kashipur

Kundeshwari, District-Udham Singh Nagar, Kashipur – 244713 Uttarakhand, India

List of Shortlisted candidates for the post of Administrative Executive

S.No	Application No	Full Name
1.	IIMKPV-Non-Teaching 2021-20002	Karan Sharma
2.	IIMKPV-Non-Teaching 2021-20033	Anil K Namdeo
3.	IIMKPV-Non-Teaching 2021-20008	Saurabh Sharma
4.	IIMKPV-Non-Teaching 2021-20103	Prakash Kumar Singh
5.	IIMKPV-Non-Teaching 2021-20012	Pragalbh Sharma
6.	IIMKPV-Non-Teaching 2021-20011	Anil Kumar Singh
7.	IIMKPV-Non-Teaching 2021-20050	Deepak Budakoti
8.	IIMKPV-Non-Teaching 2021-20060	Lalit Johari
9.	IIMKPV-Non-Teaching 2021-20078	Venkateswararao
10.	IIMKPV-Non-Teaching 2021-20083	Rajesh Kumar Sharma
11.	IIMKPV-Non-Teaching 2021-20096	Nitin Sharma
12.	IIMKPV-Non-Teaching 2021-20101	Sushil Kumar
13.	IIMKPV-Non-Teaching 2021-20288	Sanjay Rajvanshi
14.	IIMKPV-Non-Teaching 2021-20187	Pardeep Saini
15.	IIMKPV-Non-Teaching 2021-20194	Jyoti Shah
16.	IIMKPV-Non-Teaching 2021-20211	Vaibhav Gupta
17.	IIMKPV-Non-Teaching 2021-20769	Prof.(Dr.) Manoj Rana
18.	IIMKPV-Non-Teaching 2021-20285	Rajesh Kumar Verma
19.	IIMKPV-Non-Teaching 2021-20342	Satish Kumar
20.	IIMKPV-Non-Teaching 2021-20220	Devendra Kumar Verma
21.	IIMKPV-Non-Teaching 2021-20253	Prakash Chandra Joshi
22.	IIMKPV-Non-Teaching 2021-20408	Mohd Nadeem
23.	IIMKPV-Non-Teaching 2021-20297	Ram Mohan Gupta
24.	IIMKPV-Non-Teaching 2021-20547	Rahul Pandurang Ghule
25.	IIMKPV-Non-Teaching 2021-20527	Saket Sharma
26.	IIMKPV-Non-Teaching 2021-20291	Nisha Narwal
27.	IIMKPV-Non-Teaching 2021-20327	Himanshu Tiwari
28.	IIMKPV-Non-Teaching 2021-20349	Sudhanshu Shekhar
29.	IIMKPV-Non-Teaching 2021-20422	Kedar Talaulikar
30.	IIMKPV-Non-Teaching 2021-20316	Ankit Anand
31.	IIMKPV-Non-Teaching 2021-20334	G Praveen Kumar
32.	IIMKPV-Non-Teaching 2021-20443	Manish Soni
33.	IIMKPV-Non-Teaching 2021-20351	Ravinder Kumar
34.	IIMKPV-Non-Teaching 2021-20410	Maneesh Kumar Sharma
35.	IIMKPV-Non-Teaching 2021-20415	Akash Mahendrakumar Patel
36.	IIMKPV-Non-Teaching 2021-20569	Sunil Kumar Sinha
37.	IIMKPV-Non-Teaching 2021-20429	Somdatt Awasthi
38.	IIMKPV-Non-Teaching 2021-20432	Hem Chandra Lohami
39.	IIMKPV-Non-Teaching 2021-20657	Sanjeev Kumar
40.	IIMKPV-Non-Teaching 2021-20461	Amit Pratap Singh
41.	IIMKPV-Non-Teaching 2021-20490	Yogesh Chhimwal
42.	IIMKPV-Non-Teaching 2021-20704	Shyamananda Chakraborty
43.	IIMKPV-Non-Teaching 2021-20505	Prasanjeet Bandopadhyay

44.	IIMKPV-Non-Teaching 2021-20693	Onkaramurthy B
45.	IIMKPV-Non-Teaching 2021-20524	Mohd Arif Saifi
46.	IIMKPV-Non-Teaching 2021-20536	Manoj Kumar
47.	IIMKPV-Non-Teaching 2021-20561	Pradeep Kumar
48.	IIMKPV-Non-Teaching 2021-20600	Aditya Kaushik
49.	IIMKPV-Non-Teaching 2021-20667	Sharad Kumar Srivastava
50.	IIMKPV-Non-Teaching 2021-20686	Sumit Kulshrestha
51.	IIMKPV-Non-Teaching 2021-20724	Shrawan Kumar
52.	IIMKPV-Non-Teaching 2021-20696	Sanjeev Kumar Yadav
53.	IIMKPV-Non-Teaching 2021-20770	Choudhury Ashadeep Das
54.	IIMKPV-Non-Teaching 2021-20775	Sudhanshu Kumar Singh
55.	IIMKPV-Non-Teaching 2021-20772	Bhawna Singh