



# Indian Institute of Management Kashipur

## Pattern and Syllabus of the written test for the post of Assistant Executive (Level 6)

There will be a **two-stage** recruitment exam for the post of Assistant Executive (Level 6).

**A. Stage 1 Exam (Total Marks: 200, Duration: 02 hours):** Stage 1 exam will comprise of **MCQs** (Bilingual Paper). Two (2) mark will be awarded for each correct answer and minus one by two (-1/2) mark will be 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, Alligation or Mixture, Simple Interest, Compound Interest, Permutations & Combinations, Probability

### **1.2 General Awareness and Current Affairs (24 Marks)**

- I. **Static GK** – This covers topics 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)**

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

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



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## 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, Emails, Internet, Commonly use social media handles (WhatsApp, FB, Twitter, etc.)

### 2.3 Office Duties (20 Marks)

- I. GoI Rules, Filing, Noting, Drafting
- II. Office Procedures, General Hindi

**B. Stage 2 Exam (Total Marks: 200):** Candidates, who secure at least **50 percentile** in Stage 1, will qualify for Stage 2. Stage 2 exam will comprise of the following two papers.

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

2. ***Paper- II Descriptive: (200 Marks):*** The question paper will be **descriptive** in nature. Candidates, who qualify the typing test (i.e., Paper- I, Stage 2), will be eligible to appear for Paper- II (Stage 2).

### 2.1 English Language and Comprehension\* (120 Marks)

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

### 2.2 Microsoft Office Skills (40 Marks)

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

### 2.3 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, CPM & PERT)

*\* Compulsory section with 50% as minimum passing marks*

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



## Indian Institute of Management Kashipur

### List of Shortlisted candidates for the post of Assistant Executive

SN	Registration No.	Full Name
1	IIMKPV-Non-Teaching 2021-20009	Ganesh
2	IIMKPV-Non-Teaching 2021-20104	Prakash Kumar Singh
3	IIMKPV-Non-Teaching 2021-20066	Akshay Sinnarkar
4	IIMKPV-Non-Teaching 2021-20044	Janardhana Swamy G B
5	IIMKPV-Non-Teaching 2021-20112	Sanjeev Kumar
6	IIMKPV-Non-Teaching 2021-20128	Ashok K N
7	IIMKPV-Non-Teaching 2021-20122	Suresh Babu K
8	IIMKPV-Non-Teaching 2021-20245	Naveen Rana
9	IIMKPV-Non-Teaching 2021-20157	Pramod Kumar Morya
10	IIMKPV-Non-Teaching 2021-20265	Mukesh Kumar
11	IIMKPV-Non-Teaching 2021-20266	Puneet Rastogi
12	IIMKPV-Non-Teaching 2021-20607	Ashraf Jahan
13	IIMKPV-Non-Teaching 2021-20593	Sandeep Kumar
14	IIMKPV-Non-Teaching 2021-20299	Madhurendra Kumar
15	IIMKPV-Non-Teaching 2021-20290	Sushil Kumar
16	IIMKPV-Non-Teaching 2021-20388	Ashish Kumar Isher
17	IIMKPV-Non-Teaching 2021-20320	Amardeep Singh
18	IIMKPV-Non-Teaching 2021-20336	Udaiyakumar R
19	IIMKPV-Non-Teaching 2021-20364	Indravadan Dineshbhai Chavda
20	IIMKPV-Non-Teaching 2021-20385	Neha Dhariwal
21	IIMKPV-Non-Teaching 2021-20416	Pintoo Kumar
22	IIMKPV-Non-Teaching 2021-20603	Naveen Kumar Kannaujiya
23	IIMKPV-Non-Teaching 2021-20530	Manoj Kumar Prajapati
24	IIMKPV-Non-Teaching 2021-20640	Neha Verma
25	IIMKPV-Non-Teaching 2021-20784	Ravi Tailor
26	IIMKPV-Non-Teaching 2021-20544	Dinesh Kumar
27	IIMKPV-Non-Teaching 2021-20565	Amit Kumar
28	IIMKPV-Non-Teaching 2021-20591	Shailendra Singh
29	IIMKPV-Non-Teaching 2021-20793	Delna Op
30	IIMKPV-Non-Teaching 2021-20683	Ajay Prasad
31	IIMKPV-Non-Teaching 2021-20699	Nisanth A
32	IIMKPV-Non-Teaching 2021-20712	Shimi A
33	IIMKPV-Non-Teaching 2021-20791	Jayasree Tc
34	IIMKPV-Non-Teaching 2021-20229	Ajit Kumar