



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
भारतीय प्रबंध संस्थान काशीपुर

Notice

The examination for the position of Administrative Assistant (Level-4) published *vide* Advertisement No: IIMKPV/Non-teaching/2022/1 dated 26.09.2022 is scheduled to be held on 09/12/2023 (Saturday).

The Admit Card has been sent through India Post at the correspondence address and by email provided by the applicants in their online application form. Candidates are advised to check their respective email IDs, including spam folder.

The syllabus and the pattern, along with the published list of shortlisted candidates for the Examination, are attached as Annexure -1 of the Notice.

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) 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 (25 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 (25 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.

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. Gol Rules
 - ii. Filing, Noting, Drafting
 - iii. Office Procedures
 - iv. General Hindi
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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 35 w.p.m.

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



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**List of shortlisted candidates for the post of
Administrative Assistant (Level-4)**

Sl.No.	Registration No.	Post	Full Name
1	NT2022-1/0012	Administrative Assistant	Parkash Chander Bhatt
2	NT2022-1/0018	Administrative Assistant	Anuj Kumar Mittal
3	NT2022-1/0019	Administrative Assistant	Ashish Ranjan
4	NT2022-1/0035	Administrative Assistant	Nitin Kumar
5	NT2022-1/0037	Administrative Assistant	Sankalpa Bhattacharya
6	NT2022-1/0043	Administrative Assistant	Neha Thakur
7	NT2022-1/0052	Administrative Assistant	Anurag Singh
8	NT2022-1/0073	Administrative Assistant	Nareshwar Singh Rawat
9	NT2022-1/0076	Administrative Assistant	Vivek Katoch
10	NT2022-1/0082	Administrative Assistant	Anurag Sharma
11	NT2022-1/0086	Administrative Assistant	Dheeraj
12	NT2022-1/0088	Administrative Assistant	Vaibhav Kumar
13	NT2022-1/0090	Administrative Assistant	Robins Kumar
14	NT2022-1/0093	Administrative Assistant	Rakesh Kumar
15	NT2022-1/0100	Administrative Assistant	Sadhu Sreedhar
16	NT2022-1/0102	Administrative Assistant	Gauttam Kumar Singh
17	NT2022-1/0108	Administrative Assistant	Devendra Kumar Verma
18	NT2022-1/0112	Administrative Assistant	Sandeep Gothwal
19	NT2022-1/0117	Administrative Assistant	Pradhuman Mishra
20	NT2022-1/0119	Administrative Assistant	Atul Sharma
21	NT2022-1/0120	Administrative Assistant	Roshan Kumar Jha
22	NT2022-1/0137	Administrative Assistant	Nisha Rai
23	NT2022-1/0141	Administrative Assistant	Akashdeep Yadav
24	NT2022-1/0144	Administrative Assistant	Gaurav Singh
25	NT2022-1/0152	Administrative Assistant	Shubham Saxena
26	NT2022-1/0154	Administrative Assistant	Hari Kishan Dubey
27	NT2022-1/0157	Administrative Assistant	Bharat Singh
28	NT2022-1/0160	Administrative Assistant	Prasanjit Khandrao
29	NT2022-1/0173	Administrative Assistant	Satyendra Singh
30	NT2022-1/0175	Administrative Assistant	Ashish Shrivastava
31	NT2022-1/0190	Administrative Assistant	Sanjay Kumar Meena
32	NT2022-1/0195	Administrative Assistant	Himanshu Chandra Pandey
33	NT2022-1/0198	Administrative Assistant	Mohan Chandra Bhatt
34	NT2022-1/0200	Administrative Assistant	Devgan Ashish
35	NT2022-1/0206	Administrative Assistant	Ashish Pundir
36	NT2022-1/0207	Administrative Assistant	Shivam Jindal
37	NT2022-1/0211	Administrative Assistant	Mahesh Saklani
38	NT2022-1/0212	Administrative Assistant	Preeti Singh
39	NT2022-1/0216	Administrative Assistant	Neeraj Gaur
40	NT2022-1/0219	Administrative Assistant	Abhishek Prakash
41	NT2022-1/0222	Administrative Assistant	Rohin Sharma
42	NT2022-1/0224	Administrative Assistant	Ajit Kumar
43	NT2022-1/0227	Administrative Assistant	Laxmi Singh Bhardwaj
44	NT2022-1/0229	Administrative Assistant	Rakhi Prajapati
45	NT2022-1/0230	Administrative Assistant	Param Sharadbhai Mehta
46	NT2022-1/0232	Administrative Assistant	Mohamad Irshad
47	NT2022-1/0233	Administrative Assistant	Vishnu R L
48	NT2022-1/0237	Administrative Assistant	Saurabh Rathore
49	NT2022-1/0239	Administrative Assistant	Shashikant Sirsat
50	NT2022-1/0240	Administrative Assistant	Lata Pandey
51	NT2022-1/0244	Administrative Assistant	Shubham Agnihotri
52	NT2022-1/0257	Administrative Assistant	Swarajita Sharma
53	NT2022-1/0264	Administrative Assistant	Shiv Kumar
54	NT2022-1/0268	Administrative Assistant	Amit Chatterjee
55	NT2022-1/0270	Administrative Assistant	Alagu Sundar A
56	NT2022-1/0274	Administrative Assistant	Harish Shahi
57	NT2022-1/0275	Administrative Assistant	Rashmi



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**List of shortlisted candidates for the post of
Administrative Assistant (Level-4)**

Sl.No.	Registration No.	Post	Full Name
58	NT2022-1/0276	Administrative Assistant	Arun Bhadri
59	NT2022-1/0277	Administrative Assistant	Ram Karan Pathak
60	NT2022-1/0279	Administrative Assistant	Anuradha Singh
61	NT2022-1/0281	Administrative Assistant	Goutam Kumar Badyakar
62	NT2022-1/0282	Administrative Assistant	Umed Ram
63	NT2022-1/0285	Administrative Assistant	Lucky Dengre
64	NT2022-1/0303	Administrative Assistant	Dheeraj Bhatt
65	NT2022-1/0307	Administrative Assistant	Harsh Gupta
66	NT2022-1/0310	Administrative Assistant	Rohit Singh
67	NT2022-1/0312	Administrative Assistant	Vickey Pius Tigga
68	NT2022-1/0317	Administrative Assistant	Chandan Kumar
69	NT2022-1/0318	Administrative Assistant	Shobhika
70	NT2022-1/0328	Administrative Assistant	Manoj Shah
71	NT2022-1/0329	Administrative Assistant	Shahrukh Rajjak Sheikh
72	NT2022-1/0335	Administrative Assistant	Rahul Vishnu Shendage
73	NT2022-1/0343	Administrative Assistant	Pradeep Chandra Kandpal
74	NT2022-1/0345	Administrative Assistant	Manoranjan
75	NT2022-1/0361	Administrative Assistant	Seona Senapaty
76	NT2022-1/0364	Administrative Assistant	Mohd Noman Siddiqui
77	NT2022-1/0367	Administrative Assistant	Saurabh Kumar Srivastava
78	NT2022-1/0372	Administrative Assistant	Shashank Ranjan
79	NT2022-1/0375	Administrative Assistant	Amit Yadav
80	NT2022-1/0376	Administrative Assistant	Sayed Safdar Ali Kazmi
81	NT2022-1/0381	Administrative Assistant	Mohit Singhal
82	NT2022-1/0382	Administrative Assistant	Ashwani Kumar
83	NT2022-1/0385	Administrative Assistant	Santosh Kumar Singh
84	NT2022-1/0387	Administrative Assistant	Ajaydeep
85	NT2022-1/0388	Administrative Assistant	Sushil Pratap Singh
86	NT2022-1/0401	Administrative Assistant	Sakshi
87	NT2022-1/0404	Administrative Assistant	Gouri Shankar
88	NT2022-1/0417	Administrative Assistant	Manoj Kumar Papnai
89	NT2022-1/0426	Administrative Assistant	Mohammad Mohib Rahim
90	NT2022-1/0440	Administrative Assistant	Thangapandian R
91	NT2022-1/0444	Administrative Assistant	Susheel Kumar Prajapati
92	NT2022-1/0452	Administrative Assistant	Ravi Ranjan
93	NT2022-1/0454	Administrative Assistant	Deepika Mishra
94	NT2022-1/0457	Administrative Assistant	Awesh Tripathi
95	NT2022-1/0466	Administrative Assistant	Dhanesh Kumar Singh
96	NT2022-1/0475	Administrative Assistant	Bhuwanesh Kandpal
97	NT2022-1/0477	Administrative Assistant	Rohit Kumar
98	NT2022-1/0479	Administrative Assistant	Dhoom Singh
99	NT2022-1/0480	Administrative Assistant	Vikrant Singh
100	NT2022-1/0484	Administrative Assistant	Saurabh Nath Vishwakarma
101	NT2022-1/0487	Administrative Assistant	Jitendra Kumar Sharma
102	NT2022-1/0488	Administrative Assistant	Satnam Singh
103	NT2022-1/0492	Administrative Assistant	Dhanush Sanadhya
104	NT2022-1/0496	Administrative Assistant	Devesh Rawat
105	NT2022-1/0501	Administrative Assistant	Naved Ali
106	NT2022-1/0503	Administrative Assistant	Abhishek Pant
107	NT2022-1/0509	Administrative Assistant	Mohit Kumar
108	NT2022-1/0512	Administrative Assistant	Rajendra Prasad
109	NT2022-1/0513	Administrative Assistant	Anamay Jii
110	NT2022-1/0516	Administrative Assistant	Mahaveer Singh
111	NT2022-1/0522	Administrative Assistant	Deep Ghosh
112	NT2022-1/0529	Administrative Assistant	Rajesh Nandu Nikam
113	NT2022-1/0530	Administrative Assistant	Debolina Paul
114	NT2022-1/0535	Administrative Assistant	Pramod Kumar



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**List of shortlisted candidates for the post of
Administrative Assistant (Level-4)**

Sl.No.	Registration No.	Post	Full Name
115	NT2022-1/0536	Administrative Assistant	Ravi Shankar Pandey
116	NT2022-1/0540	Administrative Assistant	Shivangi Gupta
117	NT2022-1/0542	Administrative Assistant	Ayub Khan
118	NT2022-1/0548	Administrative Assistant	Gaurav Kumar
119	NT2022-1/0549	Administrative Assistant	Raju Tuppad
120	NT2022-1/0563	Administrative Assistant	Suresh Chandra Andola
121	NT2022-1/0573	Administrative Assistant	Jitendra Sharma
122	NT2022-1/0577	Administrative Assistant	Piyush Pargaie
123	NT2022-1/0579	Administrative Assistant	Roshan Kumar Prusty
124	NT2022-1/0581	Administrative Assistant	Mayank Sharma
125	NT2022-1/0591	Administrative Assistant	Rajendra Kumar
126	NT2022-1/0596	Administrative Assistant	Sunil Kumar Saurabh
127	NT2022-1/0602	Administrative Assistant	Ashish Sharma
128	NT2022-1/0616	Administrative Assistant	Sunny Sharma
129	NT2022-1/0638	Administrative Assistant	Jeyachandran T G
130	NT2022-1/0642	Administrative Assistant	Rahul Vohra
131	NT2022-1/0651	Administrative Assistant	Dalip Kumar
132	NT2022-1/0652	Administrative Assistant	Ravindra Kumat
133	NT2022-1/0657	Administrative Assistant	Chetan Sharma
134	NT2022-1/0669	Administrative Assistant	Prakash Chandra Sharma
135	NT2022-1/0671	Administrative Assistant	Manish Sharma
136	NT2022-1/0677	Administrative Assistant	Kamlesh Kumar Kamal
137	NT2022-1/0691	Administrative Assistant	Lakhibir Singh
138	NT2022-1/0696	Administrative Assistant	Amrita Chaudhary
139	NT2022-1/0704	Administrative Assistant	Alok Mishra
140	NT2022-1/0706	Administrative Assistant	Praful Kumar Singh
141	NT2022-1/0718	Administrative Assistant	Mohammad Ahmed
142	NT2022-1/0721	Administrative Assistant	Yogesh Kumar Sharma
143	NT2022-1/0723	Administrative Assistant	Khajan Chandra Pathak
144	NT2022-1/0736	Administrative Assistant	Rainy Arora
145	NT2022-1/0746	Administrative Assistant	Pushkar Kunal Kashyap
146	NT2022-1/0750	Administrative Assistant	Gopikiran G
147	NT2022-1/0757	Administrative Assistant	Rohit Kumar Jain
148	NT2022-1/0009	Administrative Assistant	Ritesh Kumar Baranwal
149	NT2022-1/0054	Administrative Assistant	Rajesh Kumar Sahu
150	NT2022-1/0148	Administrative Assistant	Pardeep Chouhan
151	NT2022-1/0163	Administrative Assistant	Pooja Bangyal
152	NT2022-1/0177	Administrative Assistant	Kush Dabral
153	NT2022-1/0194	Administrative Assistant	Atul Pratap Singh
154	NT2022-1/0196	Administrative Assistant	Neeraj Singh
155	NT2022-1/0209	Administrative Assistant	Monika Singh
156	NT2022-1/0226	Administrative Assistant	Shubham Kumar
157	NT2022-1/0252	Administrative Assistant	Amit Khokar
158	NT2022-1/0256	Administrative Assistant	Meenakshi
159	NT2022-1/0300	Administrative Assistant	Prince Verma
160	NT2022-1/0311	Administrative Assistant	Manoj Negi
161	NT2022-1/0326	Administrative Assistant	Manoj Kumar
162	NT2022-1/0347	Administrative Assistant	Manoj Kumar Prajapati
163	NT2022-1/0356	Administrative Assistant	Tripti Shukla
164	NT2022-1/0395	Administrative Assistant	Prakash Kumar Singh
165	NT2022-1/0400	Administrative Assistant	Ranjan Pandey
166	NT2022-1/0411	Administrative Assistant	Nitin Kumar
167	NT2022-1/0448	Administrative Assistant	Priya Katiyar
168	NT2022-1/0451	Administrative Assistant	Keshav Sinha
169	NT2022-1/0453	Administrative Assistant	Manish Kumar Sharma
170	NT2022-1/0462	Administrative Assistant	Akshay Sinnarkar
171	NT2022-1/0470	Administrative Assistant	Rajat Shukla



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**List of shortlisted candidates for the post of
Administrative Assistant (Level-4)**

Sl.No.	Registration No.	Post	Full Name
172	NT2022-1/0493	Administrative Assistant	Ajay Prasad
173	NT2022-1/0506	Administrative Assistant	Vineet Kumar
174	NT2022-1/0523	Administrative Assistant	Vishal Sharma
175	NT2022-1/0544	Administrative Assistant	Rajeev Thakur
176	NT2022-1/0556	Administrative Assistant	Mohd Zami
177	NT2022-1/0558	Administrative Assistant	Kunal Patil
178	NT2022-1/0580	Administrative Assistant	Anju Yadav
179	NT2022-1/0582	Administrative Assistant	Nitesh Pant
180	NT2022-1/0583	Administrative Assistant	Abhijeet Verma
181	NT2022-1/0584	Administrative Assistant	Ankit Gupta
182	NT2022-1/0598	Administrative Assistant	Pankaj Kumar
183	NT2022-1/0603	Administrative Assistant	Mohd Izharuddin Ansari
184	NT2022-1/0637	Administrative Assistant	Ashwani Thakur
185	NT2022-1/0640	Administrative Assistant	Pradeep Kumar
186	NT2022-1/0646	Administrative Assistant	Anurag Uniyal
187	NT2022-1/0662	Administrative Assistant	Chandra Prakash Gusain
188	NT2022-1/0744	Administrative Assistant	Nandan Singh
189	NT2022-1/0765	Administrative Assistant	Ishwar Paudal
190	NT2022-1/0003	Administrative Assistant	Venkata Durgarao Jalasutram
191	NT2022-1/0040	Administrative Assistant	Rudreshkumar Narendralal Sharma
192	NT2022-1/0127	Administrative Assistant	Rajat Yadav
193	NT2022-1/0169	Administrative Assistant	Monimoy Bhowmik
194	NT2022-1/0253	Administrative Assistant	Nikhil Kumar
195	NT2022-1/0284	Administrative Assistant	Sanjeev Kumar
196	NT2022-1/0321	Administrative Assistant	Swarnakumari
197	NT2022-1/0322	Administrative Assistant	Ravi Kiran Kune
198	NT2022-1/0333	Administrative Assistant	Amit Kumar
199	NT2022-1/0336	Administrative Assistant	Dheerendra
200	NT2022-1/0359	Administrative Assistant	Dhananjay Kumar
201	NT2022-1/0383	Administrative Assistant	Sachida Nand
202	NT2022-1/0431	Administrative Assistant	Nilanshu Singh
203	NT2022-1/0446	Administrative Assistant	Sonu
204	NT2022-1/0576	Administrative Assistant	Raghvendra Pratap
205	NT2022-1/0612	Administrative Assistant	Vinay Kumar
206	NT2022-1/0695	Administrative Assistant	Pramod Singh
207	NT2022-1/0699	Administrative Assistant	Hari Krishna Manthapuri
208	NT2022-1/0719	Administrative Assistant	Sandeep Singh Yadav
209	NT2022-1/0742	Administrative Assistant	Aditya Kumar

Date of examination will be notified later and call letters/ admit cards will issued in due course of time.