

## **NOTIFICATION**

### **SELECTION PROCESS FOR POST OF CORPORATE RELATIONS & PLACEMENT EXECUTIVE ON CONTRACT**

**EXAM DATE: 24.02.2024 (24<sup>TH</sup> February, 2024)**

**Reporting time : 0830 hrs**

**Venue : IIM Kashipur campus, Kashipur.**

**The Pattern and Syllabus of the written test as captioned above shall be as follows:**

There will be a two-stage recruitment exam.

**A. Part A Exam (Total Marks: 130, Duration: one-and-half hour (1.5) hours):** Part A 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 (70 Marks):** Mathematics & Numerical Ability, General Awareness and Current Affairs, Logical Reasoning

#### **1.1 Mathematics & Numerical Ability (30 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, Simple Interest, Compound Interest, Permutations & Combinations

#### **1.2 General Awareness and Current Affairs (20 Marks)**

I. Static GK – This covers topics about static facts, the facts that are never going to change in the future. It includes History, Geography, Economics and Polity

II. Current Affairs– This dynamic portion covers 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 (20 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 (60 Marks): English Language and Comprehension, Office Duties**

##### **2.1 English Language and Comprehension (40 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 Office Duties (20 Marks)**

I. GoI Rules, Filing, Noting, Drafting

II. Office Procedures, General Hindi

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**B. Part B Exam (Total Marks: 120): This part of the exam will comprise of the following two parts.**

**B.1 English Language and Comprehension\* (60 Marks) (half hour)** The question paper will be descriptive in nature

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

**B.2. Presentation Skills Test (60 Marks, 8 Minutes)**

You will have to make a PowerPoint presentation for 8 minutes to a panel. The topic will be communicated to you on the exam day, and you will be given at least half an hour to prepare the presentation. The presentation will be evaluated on (a) Communication Skills, (b) Presentation Content and (c) Presentation Quality.

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Note: Obtaining a Minimum of 50 marks in each part is mandatory. Only candidates scoring 50 marks in each part will be considered for the merit list. The Merit list will be prepared based on the combined marks obtained in parts A and B.

X-X-X

**List of eligible/ shortlisted candidates for the post of Corporate Relations & Placement Executive:**

<b>Registration No.</b>	<b>Full Name</b>
NT2023-2/0054	Mr. Sandeep Gothwal
NT2023-2/0096	Mr. Tarun Sharma
NT2023-2/0147	Mr. Gaurav Saxena
NT2023-2/0301	Mr. Manoj Kumar Prajapati
NT2023-2/0313	Mr. Rishiraj Dhatarwal
NT2023-2/0346	Ms. Debolina Paul
NT2023-2/0393	Ms. Rituparna Chakraborty
NT2023-2/0395	Ms. Jagmeet Kaur

**NOTE:** Call letters/ admit cards are being issued separately.

**List of not eligible/ not shortlisted candidates for the post of Corporate Relations & Placement Executive:**

<b>Registration No.</b>	<b>Full Name</b>	<b>Remarks</b>
NT2023-2/0029	Ms. Swati agarwal	Education Qualification requirement not fulfilled. No PG/Master's degree
NT2023-2/0112	Ms. Chaudhary Sonal Farubhai	Work experience less than 5 years
NT2023-2/0216	Ms. Priyamvda Sirohi	Work experience less than 5 years
NT2023-2/0246	Mr. Desham Rajashekar	Age criteria not fulfilled. Age exceeds 40 years
NT2023-2/0320	Mr. Amrendra Kumar Singh	Education Qualification requirement not fulfilled. No PG/Master's degree. Did not fulfil total work experience criteria
NT2023-2/0365	Mr. Gaurav Kakran	Work experience less than 5 years

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