



02.12.2025

Notification

Ref. Advt. No. IIMKPV/Non-Teaching/2025/1 dated 28.05.2025

Selection Process For Post Of Corporate Relations & Placement Executive On Contract

EXAM DATE: 23rd December 2025 (Tuesday)

Reporting time: 0830 Hrs.

**Venue: Academic Vihara, Indian Institute of Management Kashipur, Kundeshwari, Kashipur,
Dist.: Udham Singh Nagar, Uttarakhand 244713.**

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

Syllabus and Pattern: Summary

Part A, 130 Marks, one-and-half hour (1.5) Hour, 65 Questions	Section 1 (70 Marks): Mathematics & Numerical Ability (30 Marks), General Awareness (20 Marks) and Current Affairs, Logical Reasoning (20 Marks)
	Section 2 (60 Marks): English Language and Comprehension (40 Marks), Office Duties (20 Marks)
Part B Exam (Total Marks: 120)	1. English Language and Comprehension* (60 Marks) (half hour), 6 Questions. The question paper will be descriptive in nature
	2. Presentation and Microsoft office Skills Test (60 Marks, (40+10) Minutes)

There will be a two-stage recruitment exam.

A. Part A Exam (Total Marks: 130, Duration: one-and-half hour (1.5) hours), 65 Questions: 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

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), 6 Questions:

The question paper will be descriptive in nature.

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

B.2. Presentation and Microsoft office Skills Test (60 Marks, (40+10) Minutes)

This test will evaluate the candidate’s skills in communication and Microsoft office. Candidates will have to make a PowerPoint presentation for 10 minutes to a panel. The topic will be communicated to you on the exam day, and you will be given at least 40 minutes to prepare the presentation. The presentation will be evaluated on (a) Communication Skills, (b) Presentation Content and (c) Presentation Quality.

Note: Obtaining a Minimum of **40%** marks in each part (Part A and Part B) is mandatory. Only candidates scoring **40%** 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.

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List of shortlisted candidates for the post of Corporate Relations & Placement Executive vide Advt. No. IIMKPV/Non-Teaching/2025/1 dated 28.05.2025

Shortlisted Candidates		
Sl. No.	Registration No.	Status
1	NT2025-1/0009	Shortlisted
2	NT2025-1/0016	Shortlisted
3	NT2025-1/0048	Shortlisted
4	NT2025-1/0062	Shortlisted

*Sd/
Chief Administrative Officer*