भारतीय प्रबंध संस्थान काशीपुर
Indian Institute of Management Kashipur

Date : 15.12.2025

NOTICE

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

The list of final shortlisted candidates, examination pattern and syllabus for the written test is appended below:

Final Shortlisted Candidates		
Sl. No.	**Registration No.**	**Status**
1	NT2025-1/0005	Shortlisted
2	NT2025-1/0006	Shortlisted
3	NT2025-1/0008	Shortlisted
4	NT2025-1/0013	Shortlisted
5	NT2025-1/0015	Shortlisted
6	NT2025-1/0019	Shortlisted
7	NT2025-1/0020	Shortlisted
8	NT2025-1/0024	Shortlisted
9	NT2025-1/0033	Shortlisted
10	NT2025-1/0036	Shortlisted
11	NT2025-1/0038	Shortlisted
12	NT2025-1/0039	Shortlisted
13	NT2025-1/0042	Shortlisted
14	NT2025-1/0043	Shortlisted
15	NT2025-1/0046	Shortlisted
16	NT2025-1/0047	Shortlisted
17	NT2025-1/0052	Shortlisted
18	NT2025-1/0053	Shortlisted
19	NT2025-1/0054	Shortlisted
20	NT2025-1/0055	Shortlisted
21	NT2025-1/0059	Shortlisted
22	NT2025-1/0064	Shortlisted
23	NT2025-1/0065	Shortlisted
24	NT2025-1/0066	Shortlisted
25	NT2025-1/0072	Shortlisted
26	NT2025-1/0080	Shortlisted
27	NT2025-1/0084	Shortlisted
28	NT2025-1/0085	Shortlisted
29	NT2025-1/0086	Shortlisted

30	NT2025-1/0097	Shortlisted
31	NT2025-1/0105	Shortlisted
32	NT2025-1/0109	Shortlisted
33	NT2025-1/0114	Shortlisted
34	NT2025-1/0115	Shortlisted
35	NT2025-1/0116	Shortlisted
36	NT2025-1/0118	Shortlisted
37	NT2025-1/0124	Shortlisted
38	NT2025-1/0127	Shortlisted
39	NT2025-1/0128	Shortlisted
40	NT2025-1/0131	Shortlisted
41	NT2025-1/0133	Shortlisted
42	NT2025-1/0137	Shortlisted
43	NT2025-1/0142	Shortlisted
44	NT2025-1/0143	Shortlisted
45	NT2025-1/0148	Shortlisted
46	NT2025-1/0154	Shortlisted
47	NT2025-1/0156	Shortlisted
48	NT2025-1/0157	Shortlisted
49	NT2025-1/0159	Shortlisted
50	NT2025-1/0161	Shortlisted
51	NT2025-1/0164	Shortlisted
52	NT2025-1/0172	Shortlisted
53	NT2025-1/0176	Shortlisted
54	NT2025-1/0184	Shortlisted
55	NT2025-1/0189	Shortlisted (However, submitting marksheet of all 5 Years at the time of appearing for written test is compulsory.)
56	NT2025-1/0190	Shortlisted (However, submitting the experience letter at the time of appearing for written test is compulsory.)
57	NT2025-1/0194	Shortlisted
58	NT2025-1/0201	Shortlisted
59	NT2025-1/0205	Shortlisted

Pattern and Syllabus of the written test for the post of Administrative Assistant (Level 4), vide Advt. No. IIMKPV/Non-Teaching/2025/1 dated 28.05.2025

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) marks will be awarded for each correct answer and a minus one-half (-1/2) mark will be awarded for each incorrect answer. It will comprise of the following two sections.

1. Section 1 (100 Marks): Mathematics and Numerical Ability, General Awareness and Current Affairs, Logical Reasoning.

1.1 Mathematics and Numerical Ability (50 Marks)

   i.   Numbers, H.C.F. & L.C.M. of Numbers
   ii. Problems on Ages, Percentage
   iii. Profit & Loss, Ratio & Proportion
   iv. Partnership, Time & work, Pipes & Cistern
   v.   Time & Distance, Problems on Trains
   vi. Allegation or Mixture, Simple Interest, Compound Interest
   vii. Permutations & Combinations
   viii. Probability

1.2 General Awareness and Current Affairs (24 Marks)

   i.   **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.
   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)

   i.   Numerical series, Circular Seating Arrangement, Linear Seating Arrangement
   ii. Coding and Decoding, Blood Relations
   iii. Analogy, Directions and Distances
   iv. Ordering and Ranking, Data Sufficiency
   v.   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 and 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. GoI Rules
ii. Filing, Noting, Drafting
iii. Office Procedures
iv. General Hindi

B. Stage 2 Exam (Total Marks: 200): It 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 and Purchase, Office Automation, Team Management, Vendor Management, Business Development, Moral Ethics, Project Management.

2. Skill Test (Typing Test) Qualifying only: Typing in English 30 w.p.m.

Note:- Overall merit will be decided based on the combined merit of Stage 1 and 2 exams.

S/d
Chief Administrative Officer