



Date: 17.12.2025

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

**Syllabus for Written and Skill test and shortlisting criteria for the post of Administrative Executive (Level 08)**

The written examination will comprise two stages. The exam pattern for written examinations for post of Administrative Executive (Placement) is as follows.

**A. Stage-I (MCQ type: 200 marks):** Exam with MCQs at Stage I, each correct answer is worth two marks, while each incorrect answer is worth minus one by two mark (-1/2).

**Duration: 2 Hours. Note: Total 100 questions and maximum marks would be 200.**

Sl. No.	Syllabus	Maximum Marks	Number of questions
<b>Section 1: (100 Marks)</b>			
1	Mathematics & Numerical Ability	30	15
2	General Awareness and Current Affairs	24	12
3	Logical Reasoning	26	13
4	Computer Proficiency	20	10
<b>Section 2: (100 Marks)</b>			
5	English Language and Comprehension	80	40
6	Office Management	20	10

**B. Stage-II (Descriptive and Skill Test: 200 marks):** It will comprise of the following two papers.

Sl. No.	Syllabus	Maximum Marks	Number of questions
<b>Section 1: 120 Marks</b>			
<b>Duration: 01 hour 30 minutes</b>			
1	English written and communication skill	120	12 Each question will carry 10 marks
<b>Section 2: 80 marks</b>			
<b>Duration: 40 minutes for preparation and 10 minutes for presentation</b>			
2	Skill Test	80	NA

**Note:** Overall merit will be decided based on combined merit of Stage I & II. Candidates who secure at least 40 percent marks in both Stage-I and Stage –II will be considered for merit list.

## **A. Stage –I (MCQ type)**

### **Section –I: (100 Marks)**

**1. Mathematics & Numerical Ability (30):** 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, Permutations & Combinations, Simple Interest, Compound Interest, Probability.

**2. General Awareness and Current Affairs (24):** 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, Current Affairs– This is the dynamic portion and covers the events of national and international importance or recent developments, Miscellaneous – This part covers questions related to important days, National Schemes, Book Names and Authors, Computers, etc.

**3. Logical Reasoning (26):** Verbal and Non- Verbal: 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.

**4. Computer Proficiency (20):** Knowledge of MS Word, Excel, PowerPoint, and access including basic commands, Google Doc, Emails, Internet.

### **Section-2: (100 Marks)**

**5. English Language and Comprehension (80):** Vocabulary: Synonyms & Antonyms, fill in the blanks, spelling Test, Idioms and Phrases, One-word substitution, Sentence or Phrase Improvement, Grammar: Sentence correction/ Spotting the error, Fill in the blanks, Sentence or Phrase Improvement, Active-Passive Voice, Direct-Indirect Speech, Comprehension, Reading Comprehension, Sentence Rearrangement, Jumbled Sentence, Para jumbles.

**6. Office Management (20):** GoI Rules, Filing, Noting, Drafting, Office Procedures, General Hindi.

## **B. Stage –II (Descriptive and Skill Test: 200 marks)**

### **Section 1: 120 Marks**

**1. English written communication skill (120 marks):** Paragraph summary, Reading Comprehension & inferences, Critical Reasoning, Email Drafting, Situational question.

**2. Skill Test (80 Marks):** Microsoft Word, Microsoft Excel, Microsoft PowerPoint.

Candidates will have to prepare a presentation based on a situation provided and present it in front of a panel. The candidates will be provided with 40 minutes to prepare presentation and 10 minutes to present it to the panel. The criteria for evaluation will be Communication skill, Analytical ability. Depth of Knowledge, Content quality.

<b>Date of Examination – 13.01.2026 (Tuesday)</b>
<b>Reporting Time – 0830 Hrs.</b>
<b>Venue – Academic Vihara, Indian Institute of Management Kashipur, Kundeshwari, Kashipur,</b>
<b>Dist. Udham Singh Nagar, Uttarakhand, 244713</b>

<b>Shortlisted Candidates</b>		
<b>Sl. No.</b>	<b>Registration No.</b>	<b>Status</b>
<b>1</b>	NT2025-1/0044	Shortlisted
<b>2</b>	NT2025-1/0069	Shortlisted
<b>3</b>	NT2025-1/0087	Shortlisted
<b>4</b>	NT2025-1/0104	Shortlisted
<b>5</b>	NT2025-1/0125	Shortlisted
<b>6</b>	NT2025-1/0139	Shortlisted
<b>7</b>	NT2025-1/0144	Shortlisted
<b>8</b>	NT2025-1/0145	Shortlisted
<b>9</b>	NT2025-1/0160	Shortlisted
<b>10</b>	NT2025-1/0170	Shortlisted
<b>11</b>	NT2025-1/0181	Shortlisted
<b>12</b>	NT2025-1/0191	Shortlisted
<b>13</b>	NT2025-1/0200	Shortlisted
<b>14</b>	NT2025-1/0203	Shortlisted

*Sd/-*  
*Chief Administrative Officer*

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