



Date: 08.01.2026

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

**STRUCTURE OF QUESTION PAPER FOR THE POST OF ASSISTANT EXECUTIVE
[LEVEL- 6] IIM KASHIPUR.**

Pattern and Syllabus of the Written test – two stage examination

A. Stage 1 Exam: Total Marks - 200, Duration - 2 hours

This will comprise of MCQS [Bilingual], Two [2] marks will be awarded for each correct answer and zero [0] mark if the question is unanswered. For an incorrect answer, half [0.5] mark will be deducted.

Section 1 [100 marks]: Mathematics and Numerical Ability, General Awareness and Current Affairs, Logical Reasoning

1.1: Mathematics & Numerical ability [50 marks]

Numbers HCF/LCM of numbers, Problems on ages, Percentage, Profit and Loss, Ratio and Proportion, Partnership, Time and work, Pipes & Cistern, Time & Distance, Problems on Trains, Mixture and Alligation, Simple/Compound interest, Permutations and Combinations, Probability.

1.2: General Awareness and Current Affairs [24 marks]

I. Static GK-Will cover topics about the static facts, the facts that are never going to change, the future which includes History, Geography, Economics and Politics.

II. Current Affairs: includes Dynamic portion and cover the events of National and international importance or recent developments

1.3: Logical reasoning: [26 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 conclusions, Venn diagram.

Section 2 [100 marks]: English Language and Comprehension Computer Proficiency, office duties

2.1 English Language and Comprehension [50 marks]

I. Vocabulary like Synonyms & Antonyms, fill in the blanks, spelling Test idioms and phrases, one word substitution, sentence of 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, Power point and access, basic commands

II. Google Doc, emails, internet, commonly use social media handles [WhatsApp, FB Twitter etc]

2.3 Office duties [20 marks]

I. GoI Rules, Noting and Drafting

II. Office Procedures, General Hindi

B. Stage 2 Exam : Total marks – 200, Duration - 2 hours

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 and inferences, critical reasoning, email drafting, situational questions

1.2 Microsoft office skills [40 marks]

Microsoft office word, Microsoft excel, Microsoft PowerPoint

1.3 Office Management [40 marks]

Records 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], CPM & PERT.

2. Paper-II [Typing test] qualifying only: Typing in English 25 wpm

The candidates who will qualify the typing test will only be considered for the preparation of the overall merit on the basis of the combined merit of the written exams of stage 1 & 2.

Date of Examination – 29.01.2026 (Thursday)
Reporting Time – 0830 Hrs.
Venue – Academic Vihara, Indian Institute of Management Kashipur, Kundeshwari, Kashipur,
Dist. Udhampur, Jammu and Kashmir, 244713

Shortlisted Candidates

Sl. No.	Registration No.	Status
1	NT2025-1/0010	Shortlisted
2	NT2025-1/0017	Shortlisted
3	NT2025-1/0079	Shortlisted
4	NT2025-1/0089	Shortlisted
5	NT2025-1/0091	Shortlisted

*Sd/-
Chief Administrative Officer*
