



Indian Institute of Management Kashipur

Syllabus for Written test and shortlisting criteria for the post of Secretary to Director

The written examination will comprise two papers and skill test. The criteria for written examination are as follows:

Paper I (MCQ Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English	20	20	2 hours
2	General Knowledge (Current affairs)	20	20	
3	Analytical Ability	15	15	
4	Computer Skills and M S Office	15	15	
5	Basic GoI Rules	15	15	
6	Numerical Ability	15	15	
	Total	100	100	

Note: Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.

Paper II (Descriptive Type)

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English*	3	25	2 hours
2	Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules.	3	25	

** Compulsory section with 40 % as minimum passing marks.*

NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20 % candidates (in Paper-I) will only be evaluated and considered for further process.

Paper-III (Skill Test) Qualifying Only: Stenography 80 w.p.m. (5 minutes test transcribe in 45 minutes)

Typing in English 40 w.p.m & Hindi 25 w.p.m (5 minutes test each)

Overall merit will be decided on the basis of combined merit of Paper I & II.



Indian Institute of Management Kashipur

Syllabus for Written test and shortlisting criteria for the post of Accountant

The written examination will comprise two papers and skill test. The criteria for written examination are as follows:

Paper I (MCQ Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English	20	20	2 hours
2	Accountancy	20	20	
3	Analytical Ability	15	15	
4	Computer Skills and M S Office	15	15	
5	Basic GoI Rules	15	15	
6	Numerical Ability	15	15	
	Total	100	100	

Note: Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.

Paper II (Descriptive Type)

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Office procedures, Basic GoI Rules and Accountancy related questions	3	50	2 hours

NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20% candidates (in Paper-I) will only be evaluated and considered for further process.

Paper-III (Skill Test) Qualifying Only: Tally & Excel (1 Hours test)

Overall merit will be decided on the basis of combined merit of Paper I & II.



Indian Institute of Management Kashipur

Syllabus for Written test and shortlisting criteria for the post of General Duty Assistant

The written examination will comprise two papers and skill test. The criteria for written examination are as follows:

Paper I (MCQ Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English	20	20	2 hours
2	General Knowledge (Current affairs)	20	20	
3	Analytical Ability	15	15	
4	Computer Skills and M S Office	15	15	
5	Basic GoI Rules	15	15	
6	Numerical Ability	15	15	
	Total	100	100	

Note: Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.

Paper II (Descriptive Type)

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Office Procedures, Filing, Noting, Drafting and Basic GoI Rules.	3	50	90 Minutes

NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20% candidates (in Paper-I) will only be evaluated and considered for further process.

Paper-III (Skill Test) Qualifying Only: Typing in English 35 w.p.m & Hindi 30 w.p.m (5 minutes test each)

Overall merit will be decided on the basis of combined merit of Paper I & II.



Indian Institute of Management Kashipur

Syllabus for Written test and shortlisting criteria for the post of Multi-tasking Staff (Guest House, Programme, Dispatch and General)

The written examination will comprise two papers and skill test. The criteria for written examination are as follows:

Paper I (MCQ Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English / Hindi	20	20	2 hours
2	General Knowledge (Current affairs)	20	20	
3	Analytical Ability	15	15	
4	Computer Skills and M S Office	15	15	
5	Basic GoI Rules	15	15	
6	Numerical Ability	15	15	
	Total	100	100	

Note: Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.

Paper II (Descriptive Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English/Hindi	3	25	2 hours
2	Office Procedures and questions related to the posts.	3	25	

NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20% candidates (in Paper-I) will only be evaluated and considered for further process.

Paper-III (Skill Test) Qualifying Only: Typing speed test as per advertisement (5 minutes test)

Overall merit will be decided on the basis of combined merit of Paper I & II.



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Syllabus for Written test and shortlisting criteria for the post of Multi-tasking Staff (Horticulture)

The written examination will comprise two papers and skill test. The criteria for written examination are as follows:

Paper I (MCQ Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English/Hindi	30	30	2 hours
2	General Knowledge (pertaining to Horticulture)	40	40	
3	Analytical and Numerical Ability	30	30	
	Total	100	100	

Note: Each correct answer will carry one mark and for each wrong answer.

Paper II (Descriptive Type) Bilingual Paper

S.No.	Subject / Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English/Hindi	3	25	2 hours
2	Question related to Horticulture	3	25	

NB: On the basis of the performance in Paper-I, the Paper-II answer sheets of top 20% candidates (in Paper-I) will only be evaluated and considered for further process.

Paper-III (Skill Test) Qualifying Only: Test related to Horticulture Trade

Overall merit will be decided on the basis of combined merit of Paper I & II.