भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Recruitment for Non-Faculty Positions
(REF. NO. EST-I/A-02/2024/001 DATED MARCH 13, 2024)

Syllabus for Screening Test and Skill Test for Group A Positions and Contractual Positions

Post: <mark>Administrative Officer</mark>

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper Based)	60 minutes
Stage - II	Skill Test (Computer Based)	60 minutes
Personal Interview		

- All questions of the Screening Test will be Objective type and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.

- After the evaluation of the answer sheets of the Stage-I Screening Test, the applicants shortlisted for Stage – II will be published. Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

- The final selection will be based on the Personal Interview.

Stage-I

Syllabus for Screening Test	Syllabus for Skill Test (Computer Based)
1. Mathematics & Numerical Ability 2. Logical Reasoning 3. General Awareness and Current Affairs 4. English Language and Comprehension 5. Computer Proficiency 6. Knowledge of the IIM Act and Rules 7. GFR 2017 8. Office Management - GoI Rules, Filing, Noting, Drafting, Office Procedures 9. General System of Financial Management	1. Knowledge of MS-Office 2. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.) 3. Internet and Email 4. Noting and Drafting 5. Letter Writing

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

Post: Assistant Librarian

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper Based)	60 minutes
Stage - II	Skill Test (Computer Based)	60 minutes
Personal Interview		

● All questions of the Screening Test will be Objective type and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.

● After the evaluation of the answer sheets of the Stage-I Screening Test, the applicants shortlisted for Stage – II will be published. Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

● The final selection will be based on the Personal Interview.

Stage-I

Syllabus for Screening Test	Syllabus for Skill Test (Computer Based)
1. Mathematics & Numerical Ability 2. Logical Reasoning 3. General Awareness and Current Affairs 4. English Language and Comprehension 5. Computer Proficiency 6. Knowledge of the IIM Act and Rules 7. Library and Information Science	1. Knowledge of MS-Office 2. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.) 3. Noting and Drafting 4. Letter Writing 5. Library and Information Science-Resources

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

Post: <mark>Financial Advisor and Chief Accounts Officer (FA & CAO)</mark>

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper Based)	60 minutes
Stage - II	Skill Test (Computer Based)	60 minutes
Personal Interview		

- All questions of the Screening Test will be Objective type and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.

- After the evaluation of the answer sheets of the Stage-I Screening Test, the applicants shortlisted for Stage – II will be published. Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

- The final selection will be based on the Personal Interview.

Stage-I

Syllabus for Screening Test	Syllabus for Skill Test (Computer Based)
1. Mathematics & Numerical Ability 2. Logical Reasoning 3. General Awareness and Current Affairs 4. English Language and Comprehension 5. Computer Proficiency 6. Knowledge of the IIM Act and Rules 7. GFR 2017 8. Office Management - GoI Rules, Filing, Noting, Drafting, Office Procedures 9. General System of Financial Management 10. Procurement of Goods and Contract Management 11. Management & Accounting: General financial rules, Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG, etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & Payments, preparation of the budget and its allocation, GPF rules, Pension rules, New Pension Scheme, knowledge of tally, etc.	1. Knowledge of MS-Office 2. ERP – Tally 3. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.) 4. Internet and Email 5. Noting and Drafting 6. Letter Writing

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

Post: Hindi Officer (Official Language)
(On-Contract)

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper Based)	60 minutes
Stage - II	Skill Test (Computer Based)	60 minutes
Personal Interview		

- All questions of the Screening Test will be Objective type and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.

- After the evaluation of the answer sheets of the Stage-I Screening Test, the applicants shortlisted for Stage – II will be published. Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

- The final selection will be based on the Personal Interview.

Stage-I

Syllabus for Screening Test	Syllabus for Skill Test (Computer Based)
1. English language: Sentence correction and completion; reading comprehension and inferences 2. Computer Proficiency 3. Knowledge of the IIM Act and Rules 4. Office Management - GoI Rules (OLIC), Filing, Noting, Drafting, Office Procedures 5. Rajbhasha niyamavali 6. Hindi vyakaran 7. Scientific and technical terminology	1. Knowledge of MS-Office 2. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.) 3. Internet and Email 4. Translation from English to Hindi for technical matter/vyavaharik anuvaad 5. Translation from Hindi to English for technical matter/vyavaharik anuvaad 6. Essay writing in Hindi for testing drafting and writing skills

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

Post: Manager (Chennai Campus)
(On-Contract)

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper Based)	60 minutes
Stage - II	Skill Test (Computer Based)	60 minutes
Personal Interview		

- All questions of the Screening Test will be Objective type and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.

- After the evaluation of the answer sheets of the Stage-I Screening Test, the applicants shortlisted for Stage – II will be published. Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

- The final selection will be based on the Personal Interview.

Stage-I

Syllabus for Screening Test	Syllabus for Skill Test (Computer Based)
1. Mathematics & Numerical Ability 2. Logical Reasoning 3. General Awareness and Current Affairs 4. English Language and Comprehension 5. Computer Proficiency 6. Knowledge of the IIM Act and Rules 7. Office Management - Filing, Noting, Drafting, Office Procedures	1. Knowledge of MS Office 2. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.) 3. Internet and Email 4. Noting and Drafting 5. Letter Writing

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

Post: <mark>Junior Programmer (On-Contract)</mark>

The shortlisted applicants will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Skill Test (Computer Based)	60 minutes
Personal Interview		

● Skill Test is purely to test the skills of the applicants as per the syllabus given below. After the skill test, the applicants shall be allowed to attend the Personal Interview.

● The final selection will be based on the Personal Interview.

Stage-I – Syllabus for Skill Test

Syllabus for Skill Test (Computer Based)
1. OS: Windows 10/11
2. Web Programming: HTML, JavaScript, PHP etc.
3. CMS: WordPress and/or Drupal
4. Database: Data models, Entity Relationship Model, Relational data model, DDL Statements, DML Statements, Functions, Joining Tables, Subqueries, Views, expertise in MySQL

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.