



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

Position:

A. Administrative Assistant

Stage - I (MCQ Type)	Test Components
(i)	Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency, Pie Chart, Bar Chart, Line Chart, Table Chart, etc.
(ii)	General Aptitude: Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance, etc.
(iii)	Computer Awareness: Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating Systems, Internet, Security & Networking, MS Office, Internet, Email, Database Management, etc.
(iv)	General Awareness and Current Affairs: General Knowledge - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Sciences, and Current Affairs, etc.
(v)	General English and Comprehension: Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech, Comprehension, etc.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

(vi)	Government Rules Government Rules including FR/SR Deputation, Leave Rules, Pay Fixation Rules, LTC, CCS (CCA) Rules, Files/Record Maintenance, New Pension Scheme, RTI Act 2005, GFR 2017, National Education Policy 2020, etc. Office Management GoI Rules, Filing, Noting, Drafting, Office Procedures, etc.
-------------	---

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