



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् कोषिकोड कैम्पस- पी ओ
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O.

F.No. 29-01(01)/2026-IIMK.HR

26.02.2026

Ref:- Advertisement No. R-01/2026 dated 06.02.2026

Syllabi for written test in respect of the following posts, advertised under reference above are attached, as Annexure (I-IX) to this note.

- Assistant Administrative Officer (Annexure-I)
- Senior Library and Information Assistant (Annexure-II)
- Junior Engineer (Civil) (Annexure-III)
- Junior Engineer (Electrical) (Annexure-IV)
- Assistant (Annexure-V)
- Accountant (Annexure-VI)
- Junior Assistant (Annexure-VII)
- Junior Technical Assistant-IT (Annexure-VIII)
- Junior Executive (Annexure-IX)

Scheme of Written Test	
Written test for all the above posts consists of Part-A and Part-B, carrying total marks of 100, which is as per details given below-	
Part A	60 Objective type multiple choice questions, carrying 01 mark each, with a total of 60 marks, based on the Syllabus, as per Annexure. There is no negative marking.
Part B	04 to 08 Descriptive questions, carrying different sets of marks for each question

Category-wise cut off marks	
Category	Overall Cut-off marks written test (Part A & B together)
General/EWS	50 % marks
OBC	45 % marks
SC/ST/PWD	40 % marks

Those candidates who score the above cut-off marks or more in the written test will be considered in the order of merit. There will be 100% weightage to the written test.

No queries with respect to the recruitment process will be entertained. The candidates who have applied for any posts in response to the above advertisement will be able to check the status of recruitment of the respective post, whenever it is finalized by the Institute.



(Signature)
26/02/2026
(K Nitin Harindran)
Administrative Officer (HR)



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SYLLABUS FOR WRITTEN TEST

A: POST: ASSISTANT ADMINISTRATIVE OFFICER

Part A (objective type) questions:

1. English vocabulary and usage
2. Numerical ability
3. Current affairs
4. Knowledge of MS-Word, Excel & PowerPoint and Internet usage
5. Logical reasoning
6. i) Fundamental Rule 22 (Pay Fixation)
ii) CCS (Leave Travel Concession) Rules, 1988
iii) The Code on Social Security, 2020
iv) The Occupational Safety Health and Working Conditions Code, 2020
7. Govt. of India policies on reservation for Scheduled Castes/Schedule Tribes/Other Backward Class/ Economically Weaker Sections
8. CCS (Conduct) Rules, 1964.
9. GFR 2017 with more emphasis on Purchase matters.

Part B (descriptive type) questions:

1. English comprehension.
2. Ability to express opinions, criticism, analytical reasoning, etc.
3. Descriptive questions based on syllabus mentioned from Sl.No. 06 to 09 of Part A
4. Letter writing, drafting of notes and initiating of proposals related to office work

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE



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SYLLABUS FOR WRITTEN TEST

B: POST: SENIOR LIBRARY AND INFORMATION ASSISTANT

Part A (objective type) questions:

1. English vocabulary and usage
2. General Aptitude, Data Interpretation and Reasoning
3. Current affairs
4. Knowledge of MS-Word, Excel & PowerPoint and Internet usage
5. Library related Legislations and Acts, Information and Society
6. Reference & Information Sources and Services
7. Information and Communication Technology in Libraries
8. Classification and Cataloguing.

Part B (descriptive type) questions:

1. Descriptive questions based on syllabus mentioned from Sl.No. 05 to 08 of Part A.
2. Descriptive questions on Library Management and Electronic Resource Management.
3. Descriptive questions on Library Automation, Digital Library and Library Resources.

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SYLLABUS FOR WRITTEN TEST

C: POST: JUNIOR ENGINEER (CIVIL)

Part A (objective type) questions:

1. Surveying: Principles of surveying, working of properties, compass and bearing, plane table surveying, theodolite traverse, adjustment of theodolite, levelling and contouring, calculations of volumes, curvature, refraction, permanent adjustment of dumpy level, methods of contouring and uses of a contour map, tachometric survey, Basics of Total Station survey.
2. Strength of Materials & Theory of Structures: stresses, strains, bending moments, shear forces and torsion theory, bending theory of beam, deflection of beam, theories of buckling of columns. Elasticity constants, type of beams, determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rect. & circular section, bending moment and shear stress for tee, channel and compound sections, retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, torsion of circular section.
3. Concrete Technology: Properties, Advantages and uses of concrete, cement aggregates quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structure.
4. Building Maintenance and Services: Types of maintenance - Preventive, Corrective, Predictive, Routine. Key Areas -Structural, Plumbing, Interior and Exterior Services - Cleaning, Waste Management, Landscaping and Grounds Maintenance, Fire Safety. Importance of Building Maintenance - Safety, Longevity, Efficiency, Property Value, Compliance. Best Practices for Building Maintenance- Regular Inspections, Maintenance Records, Skilled Personnel, Budgeting, Sustainability Practices
5. Engineering Mechanics: Simple Machines, Force System, Computation of Forces, Equilibrium, Friction, Centroid & Centre of Gravity, Moment of Inertia.



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6. Geo-technical Engineering: Geotechnical properties, stresses in soil, shear resistance, compaction, consolidation and earth pressure, stability of slopes, bearing capacity, settlements, shallow and deep foundations, cofferdams, ground water control.
7. Highway & Bridge Engineering: Planning of highway systems, alignment and geometric design, horizontal and vertical curves, grade separation, materials and different surfaces and maintenance, rigid and flexible pavement, traffic engineering. Types of bridges, discharge, waterway, spans, afflux, scour, standards, specifications, loads and forces, erection of superstructure, strengthening.
8. Hydraulics: Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways, pumps and turbines.

Part B (descriptive type) questions:

1. Construction/Building Materials & Engineering: Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g., building stones, silicate-based materials, cement (Portland), Timber and Wood based Products, laminates, bituminous materials, paints, varnishes, etc., Properties of wet and hardened concrete, tests on concrete, factors affecting strength of concrete, water-cement ratio, aggregate-cement ratio, mix design, additives, design of form work, types of formworks. Principles of building planning and design, integrated approach, building byelaws, building services such as vertical transportation, thermal ventilation, lighting, acoustics, fire protection. Foundations, stones, brick and block masonry, steel and reinforced cement concrete structures, floors, doors and windows, roofs, finishing works, water proofing.
2. Quantity Surveying & Valuations: Specifications, estimation, costing, tenders and contracts, rate analysis, valuation.
3. Construction planning, Management and Safety: Elements of scientific management, elements of material management, safety engineering, network analysis, resource allocation, construction equipment, site layout, quality control.
4. Structural Design: RCC Design - flexural strength, shear strength, bond strength, design of single reinforced beams, lintels, cantilever beams, double reinforced beams, one-way slabs, two-way slabs, isolated footings, reinforced brick work. T-beams, columns, staircases, retaining walls (RCC design questions may be based on both Limit State method and Working Stress methods). Steel Design - Design of bolted and welded connections, compression member, foundations, Roof trusses, steel beams.
5. Soil Mechanics: Origin of soil phase diagram, definitions of void ratio, porosity, degree of saturation, water content, specific gravity of soil grains and unit



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weights, grain size distribution curves for different solid and their uses. Atterberg's limits, ISI soil classification, plasticity chart, coefficient of permeability, effective stress, consolidation of soils, Mohr's circle.

6. Environmental Engineering: (a). Water Supply Engineering - Quality of water, source of water supply, purification of water, distribution of water. (b). Wastewater Engineering & Pollution control - need of sanitation, sewerage system, circular sewers, oval sewer, sewer appurtenances, surface water drainage, characteristics of sewage and its treatments. (c). Solid Waste Management- Sources, classification, collection and disposal.

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SYLLABUS FOR WRITTEN TEST

D: POST: JUNIOR ENGINEER (ELECTRICAL)

Part A (objective type) questions:

1. Engineering Mathematics.
2. Basic Electrical Engineering.
3. Electrical Measuring Instruments.
4. Analog Devices & Circuits.
5. Fundamentals of AC Systems.
6. AC and DC Machines.
7. Electrical Lighting, UPS, Telecommunication.
8. Renewable Energy Sources.

Part B (descriptive type) questions:

1. Electric Power Generation, Transmission, Distribution and system protection.
2. Electrical Estimating and Costing.
3. Electrical Engineering Materials.
4. Air-conditioning and Refrigeration.
5. Electrical Lighting.

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SYLLABUS FOR WRITTEN TEST

E : POST: ASSISTANT

Part A (objective type) questions:

1. English vocabulary and usage.
2. Numerical ability.
3. Current affairs.
4. Right to Information Act, 2005.
5. Knowledge of MS-Word, Excel & PowerPoint and Internet usage.
6. Logical reasoning.
7. CCS (Leave) Rules, 1972, The Code on Wages, 2019 and CCS (Leave Travel Concession) Rules, 1988.
8. Govt. of India policies on reservation for Scheduled Castes/ Schedule Tribes/ Other Backward Class/ Economically Weaker Sections
9. GFR 2017 with more emphasis on Purchase matters.

Part B (descriptive type) questions:

1. English comprehension
2. Letter writing and drafting of notes
3. Paragraph writing on various topics of general interest
4. Descriptive questions based on syllabus mentioned on Sl.No. 07, 08 & 09 of Part A.

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SYLLABUS FOR WRITTEN TEST

F: POST : ACCOUNTANT

Part A (objective type) questions:

1. **Accounting:** Questions shall test the basic principles of accounting, preparing financial statements in prescribed formats.
2. **Costing:** Questions shall test the knowledge of various costing methods and techniques.
3. **Income tax:** Questions shall test the practical knowledge of filing TDS quarterly returns, personal income tax, various sections of taxation pertaining to TDS and individual tax computations.
4. **GST:** Questions shall test the practical knowledge of filing GST returns and rules for input credit.
5. **Finance:** Questions shall test the understanding of budgeting, fund flow calculations.
6. **NPS, CPF:** Questions shall test the awareness of the rules of NPS and CPF
7. **Allowances to Govt. employees:** Candidates should be aware of Central Government rules relating to allowances to employees.

Part B (descriptive type) questions:

1. The syllabus for Part B questions is the same as that of Part A questions as above. Descriptive questions may cover applied aspects on the above topics.
2. Descriptive questions will assess the practical knowledge of advanced MS Excel (like Pivot table, Vlook up, Hlook up etc.) and Tally.

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SYLLABUS FOR WRITTEN TEST

G: POST: JUNIOR ASSISTANT

Part A (objective type) questions:

1. English vocabulary and usage.
2. Numerical ability.
3. Current affairs.
4. Knowledge of MS-Word, Excel & PowerPoint and Internet usage.
5. Logical reasoning.
6. CCS (Leave) Rules, 1972 and The Code on Wages, 2019.
7. Govt. of India policies on reservation for Scheduled Castes/ Schedule Tribes/ Other Backward Class/ Economically Weaker Sections.
8. Children's Education Allowance as per Govt. of India Guidelines.

Part B (descriptive type) questions:

1. English comprehension.
2. Letter writing and drafting of notes.
3. Paragraph writing on various topics of general interest.
4. Descriptive questions based on syllabus mentioned on Sl.No. 06 & 07 of Part A.

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SYLLABUS FOR WRITTEN TEST

H: POST: JUNIOR TECHNICAL ASSISTANT-IT

Part A (objective type) questions:

1. Computer Fundamentals:

Computer Hardware/Software Concepts
Computer Handling/Basic Level Troubleshooting
Current trends (Parallel computing, mobile computing, cloud computing, e-commerce, e-payment etc.)

2. Computer Networks:

Basics of computer networks/LAN, MAN, WAN Technologies
Wi-Fi/OSI/Internet Models/Protocols TCP/IP, ISP, NSP etc.
Data Communication/Internetworking/Network Security

3. System Administration:

System administration under MS Windows/LINUX
Knowledge in setting up of services such as DNS, DHCP, Web Server, Proxy Server, Mail Server, LDAP etc.
NAS, SAN and other storage technologies

4. Operating System(s):

MS Windows/LINUX

5. Web Programming:

HTML, DHTML, XML etc.; PHP/ASP.NET/DBMS Concepts, Oracle, MYSQL, Java

6. Packages:

MS Office/Open Office/Adobe pdf

Part B (descriptive type) questions:

1. VLAN and its enabling functions
2. Roles of repeaters, routers, gateways, firewalls in internet working
3. Subnet mask, uses
4. Cyber attacks, Network Security systems
5. Open source softwares

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6. DNS, active directory, protocols
7. Client server systems , peer to peer
8. Unified Extensible Firmware Interface (UEFI)

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SYLLABUS FOR WRITTEN TEST

I: POST: JUNIOR EXECUTIVE

Part A (objective type) questions:

1. English vocabulary and usage.
2. Numerical ability.
3. Usage of MS-Office / internet communication/ social media - working knowledge.
4. Logical reasoning.
5. CCS (Leave) Rules, 1972
6. Children's Education Allowance as per Govt. of India Guidelines.

Part B (descriptive type) questions:

1. English comprehension
 2. Essay writing in English
 3. Letter writing-personal/official/demi-official (one question may be given from either of the three type of letters)
 4. Drafting of notes, based on situation in office environment.
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