



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

F.No. 29-01(02)/2024-IIMK.HR

08.11.2024

**Ref:- Advertisement No. R-02/2024 dated 09.10.2024**

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

- Senior Library and Information Assistant (Annexure-I)
- Library and Information Assistant (Annexure-II)
- Junior Engineer (Civil) (Annexure-III)
- Accountant (Annexure-IV)
- Junior Assistant (Annexure-V)
- Junior Executive(Annexure-VI)

<b>Scheme of Written Test</b>	
<b>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-</b>	
<b>Part A</b>	<b>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.</b>
<b>Part B</b>	<b>04 to 08 Descriptive questions, carrying different sets of marks for each question</b>

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

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 their application through IIMK online application portal, whenever it is finalized by the Institute.

(K Nitin Harindran)  
Assistant Administrative Officer(HR)





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

**SYLLABUS FOR WRITTEN TEST**

**A: 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/General Knowledge
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.
- 

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



*Libin*



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

**SYLLABUS FOR WRITTEN TEST**

**B: POST: LIBRARY AND INFORMATION ASSISTANT**

---

**Part A (objective type) questions:**

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

**Part B (descriptive type) questions:**

1. Descriptive questions based on syllabus mentioned from Sl.No. 05 to 07 of Part A.
  2. Descriptive questions on Library Management and Electronic Resource Management.
  3. Descriptive questions on Library Automation, Digital Library and Library Resources.
- 

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



*Libin*





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

**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



*Libin*

5. Engineering Mechanics: Simple Machines, Force System, Computation of Forces, Equilibrium, Friction, Centroid & Centre of Gravity, Moment of Inertia.
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.



*J. Libin*



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 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.

---

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



*Libin*



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

**SYLLABUS FOR WRITTEN TEST**

**D : POST : ACCOUNTANT**

**A: Syllabus for Part A (objective) 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.

**B: Syllabus for Part B (descriptive) 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. It is also necessary that a few descriptive questions must cover assess the practical knowledge of advanced MS Excel (like Pivot table, Vlook up, Hlook up etc.) and Tally.

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



*J. Libs*



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

**SYLLABUS FOR WRITTEN TEST**

**E: POST: JUNIOR ASSISTANT**

**Part A (objective type) questions:**

1. English vocabulary and usage.
2. Numerical ability.
3. Current affairs/General Knowledge.
4. Knowledge of MS-Word, Excel & PowerPoint and Internet usage.
5. Logical reasoning.
6. CCS (Leave) Rules, 1972.
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.

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

*(Handwritten signature)*







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

**SYLLABUS FOR WRITTEN TEST**

**F: POST: JUNIOR EXECUTIVE**

**Part A (objective type) questions:**

1. English vocabulary and usage.
2. Numerical ability.
3. Industrial sector in India-general awareness.
4. Usage of MS-Office / internet communication/ social media - working knowledge.
5. Logical reasoning.
6. CCS (Leave) Rules, 1972

**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.

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



*Libin*