



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)/2025-IIMK.HR

05.01.2025

Ref:- Advertisement No. R-01/2025 dated 12.12.2025

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

- Assistant Administrative Officer (Annexure-I)
- Junior Engineer (Electrical) (Annexure-II)
- Library and Information Assistant (Annexure-III)
- Assistant (Annexure-IV)
- Accountant (Annexure-V)
- Junior Assistant (Annexure-VI)
- Junior Accountant (Annexure-VII)

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)
05/01/2025

(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: 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

C: 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.

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SYLLABUS FOR WRITTEN TEST

D : 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

E: 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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Signature



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SYLLABUS FOR WRITTEN TEST

F: 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

G: POST : JUNIOR 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.

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