



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(06)/2023-IIMK.HR

11.09.2023

Ref:- Advertisement No. R-02/2023 dated 04.09.2023

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

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

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

(K Nitin Harindran)

Assistant Administrative Officer(HR)





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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





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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.

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SYLLABUS FOR WRITTEN TEST

C: POST: JUNIOR ENGINEER (CIVIL)

Part A (objective type) questions:

1. Surveying
2. Theory of Structures
3. Concrete Technology
4. Building Maintenance and Service

Part B (descriptive type) questions:

1. Construction Materials and Engineering
2. Quantity Surveying & Valuations
3. Construction Management & Safety
4. Structural Design

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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 : 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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SYLLABUS FOR WRITTEN TEST

F: 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
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

G: 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.

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SYLLABUS FOR WRITTEN TEST

H: POST: JUNIOR ASSISTANT (RAJBHASHA)

Part A (objective type) questions:

1. English-Hindi vocabulary – word translation
2. English-Hindi usage – translation of actual meaning
3. Numerical ability
4. Logical thinking ability
5. Usage of MS-Word, Excel and PowerPoint
6. Official Language Implementation Act provisions.

Part B (descriptive type) questions:

1. Hindi comprehension
2. English correspondence/letter- Translation to Hindi
3. Ability to express in English written format; desires, opinions, criticism, analytical reasoning, etc
4. Para translation from Hindi to English

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