भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Recruitment for Non-Faculty Positions
(REF. NO. EST-II/A-02/2025/004, dated November 14, 2025)

Syllabus for Screening Test and Skill Test - Administrative Officer

Post: Administrative Officer

The provisionally shortlisted candidates will have to undergo the following selection process:

Stage	Details	Time Duration
Stage - I	Screening Test - Multiple Choice Questions (Paper-Based)	60 minutes
Stage - II	Skill Test (Computer-Based)	60 minutes
Personal Interview		

- All questions of the Screening Test will be Objective type, and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India.
- The Candidates will be shortlisted for Stage II, based on their performance in the Screening Test.
- After evaluation of the answer sheets of the Stage-I Screening Test, the shortlisted Candidates for Stage–II will be published.
- Screening Test Marks will be considered only for shortlisting the Candidates to the next stage and will not be considered in preparing the final merit list.
- The institute reserves the right to decide the number of shortlisted Candidates for the next stage of the selection process.
- The final selection will be based on the Personal Interview.

Syllabus:

Syllabus for Screening Test (Paper-Based)	Syllabus for Skill Test (Computer-Based)
1. Knowledge of IIMs and their Regulations, Act, and Rules, etc. 2. Academic Admission Procedures and Academic Programmes of IIMs. 3. Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Government Rules including FR/SR, Deputation, Establishment, Reservations and Concessions in Appointments, Disciplinary, Leave Rules, Pay Fixation Rules, LTC, Pension Rules, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, GFR 2017, Travelling Allowance Rules, Prohibition of Sexual Harassment of Women at Workplace, Audit of Autonomous Bodies, National Education Policy, Higher Education System in India,	1. Knowledge of MS-Office 2. Google Tools (Meet, Form, Sheet, Calendar, etc.) 3. Internet and Email 4. Noting and Drafting 5. Letter Writing

| Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, General System of Financial Management. | |

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