



भारतीय प्रबंध संस्थान बोध गया
उरुवेला, प्रबंध विहार, बोध गया – ८२४२३४, भारत
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

Syllabus for Written & Skill Test

Assistant Administrative Officer (Placement)

1. Verbal Ability (English Language based)
2. Reading Comprehension (English)
3. Quantitative aptitude
4. Reasoning ability
5. Computer competency in MS Office, Email, etc
6. Fundamental Rules (FRs) and Supplementary Rules (SRs)
7. TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule
8. CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
9. General Financial Rules (GFRs)- 2017, DFPR-1978
10. Office Procedure; Parliamentary Procedures
11. RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
12. Leadership, Teamwork and Conflict Resolution/Management
13. Any other matter of National Importance/Constitutional Laws/Case Laws etc.
14. Position relevant questions

Assistant Administrative Officer (Admin. & Hindi Language)

Bilingual (Hindi and English)

1. Translation (Hindi to English) of some official communication
2. Translation (English to Hindi) of some official communication
3. Grammar (Hindi)
4. Error Correction (Sentence)
5. Word meaning for 10 frequently used terms in official/academic institutions (English to Hindi)
6. Fill in the blanks (to fill the contextual words) correct word selection in the given context. Choice may be given in some questions.
7. Note-sheet drafting on given case.
8. Circular.
9. Office Note reply based on given data.
10. Invitation Cover letter for some academic event.



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Accountant

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Basic accounting concepts conventions and standards, Accounting process
6. Reconciliation and rectification of errors
7. Preparation of final accounts with adjustment,
8. Cost accounting
9. Taxation laws and auditing
10. Financial management and management accounting
11. Money banking and financial institutions

Senior Library & Information Assistant

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Basic Computer Skills: -MS Office, Operating Systems, Internet - Web browsers, WWW, E-mail; Use of ICT in a Library etc.
6. Knowledge of General Administration and Finance Rules & GeM
7. Knowledge & Application of Library & Information Science Procedures, Rules & Regulations, IPR & RTI
8. Library Classification & Cataloguing, Library Associations, National Information Systems and Networks, Library Consortia & E-Resource Management & Research Support Services, Knowledge of Digital Library Practices, Trends & Emerging Technologies.
9. Library Automation, Digital Libraries, Library Software, OSS, OAI, CMS, Databases Plagiarism & Statistical Tools, Standards of Bibliographic Record Formats and Description



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Library Assistant

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Basic Computer Skills: -MS Office, Operating Systems, Internet - Web browsers, WWW, E-mail; Use of ICT in a Library etc.
6. Knowledge of General Administration and Finance Rules & GeM
7. Knowledge & Application of Library & Information Science Procedures, Rules & Regulations, IPR & RTI
8. Library Classification & Cataloguing, Library Associations, National Information Systems and Networks, Library Consortia & E-Resource Management & Research Support Services, Knowledge of Digital Library Practices, Trends & Emerging Technologies.
9. Library Automation, Digital Libraries, Library Software, OSS, OAI, CMS, Databases Plagiarism & Statistical Tools, Standards of Bibliographic Record Formats and Description

Hostel Assistant

1. Basics of Computer
2. General Knowledge and Awareness
3. Hygiene and Safety Procedures and Practices in the Hostel
4. Office Communication
