



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 – MDP

1. English Language
2. General Aptitude, General Knowledge, Quantitative aptitude, Reasoning and Analytics
3. RTI Act 2005
4. Understanding of various Govt. Skill Development
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.
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Assistant Engineer – Civil

1. English Language and Comprehension
2. Quantitative Aptitude
3. Logical Reasoning
4. General Knowledge and Current Affairs
5. Engineering Mechanics
6. Design of RCC Structure
7. Structural Analysis and Building Materials
8. Soil Mechanics
9. Surveying
10. Project Management
11. Environmental Engineering
12. Other relevant topics.

Office Assistant

1. Numerical ability
2. Logical reasoning
3. General Awareness and Current Affairs
4. English Language and Comprehension
5. Computer proficiency and skills
6. Office Procedures
7. Office Management
8. Records and files management
9. Office communication
10. Noting and drafting
11. General Hindi
12. CCS (Conduct) Rules, 1964, CCS (CCA) Rules 1965, Leave rules, GFR.

Secretary to Director

1. Numerical ability
2. Logical reasoning
3. General Awareness and Current Affairs
4. English Language and Comprehension
5. Computer proficiency and skills
6. Office Procedures



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7. Office Management
8. Records and files management
9. Office communication
10. Noting and drafting
11. General Hindi
12. CCS (Conduct) Rules, 1964, CCS (CCA) Rules 1965, Leave rules, GFR.
13. Secretarial Practices

Assistant Fire Officer

1. Numerical ability
2. Logical reasoning
3. General Awareness and Current Affairs
4. English Language and Comprehension
5. Computer proficiency and skills
6. Fundamentals of Fire Engineering- Fire Engineering Science, Fire Prevention, Fire Protection
7. Fire Dynamics - Fuels and the combustion process, Ignition of liquids and solids
8. Fire Service Hydraulics- Water Supply Analysis Overview, Basic Principles of Hydraulics, Pressure Loss in pipes and Fittings, Power Transmission Through Pipeline:
9. Fire Protection- Fire Alarm System, Principles of Automatic Sprinkler System, Carbon Dioxide and Application, Fire safety in buildings, Fire severity.
10. Fixed Fire Fighting Installations- Design and installation of automatic Detection and Alarm system.
11. Fundamentals of Industrial Safety and Health- Industrial Safety Management, Safety in Engineering Industries, Construction Safety, Quality Control in Occupational Safety & Health
12. Fire Code & Standards- Fire Fighting Equipment & Systems, Personal Protective Equipment, Industrial Fire Protection Codes & Standard, Municipal & State Life Safety Codes and Standard.

LDC

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. Office Communication



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7. File Handling processes
8. Dispatch and Dak handling processes
9. Personality Test
