



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

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## Syllabus for Written & Skill Test

### Assistant Administrative Officer (Administration & Hindi Language)

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. Fill in the blanks (to fill the contextual words) correct word selection in the given context.
6. Vocabulary and comprehension
7. Note-sheet drafting
8. Circular
9. Office Note reply
10. Invitation Cover letter

### UDC

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

**Note:** - It may be noted that apart from the topics given above, questions from other topics related to the job and prescribed for the educational qualification of the post may appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

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