No. Admn/AMEPMDP/Rectt/2025(02) 25 April 2025

### **NOTIFICATION**

With reference to advertisement no Admn/Rectt/2024/40 dated 13<sup>th</sup> Nov 2024 for the position of Assistant Manager Executive Program (MDP) (on purely tenure/deputation basis), Subsequent corrigendum's & notification no Admn/AMEPMDP/Rectt/2025 dated 03 Apr 2025.

The list of Eligible applicants are enclosed at **Annexure I** respectively to this Notification.

The date for the written test, skill test & interviews is 17 May 2025. The syllabus for the same is enclosed at Annexure- II.

Sdx Chief Administrative Officer

# Annexure I to Notification no. Admn/AMEPMDP/Rectt/2025(02) dated 25 April 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-ASS-MGR-MDP-00003
2.	IIMM-ASS-MGR-MDP-00017
3.	IIMM-ASS-MGR-MDP-00022
4.	IIMM-ASS-MGR-MDP-00027
5.	IIMM-ASS-MGR-MDP-00028
6.	IIMM-ASS-MGR-MDP-00033

#### Annexure II to Notification no. Admn/AMEPMDP/Rectt/2025(02) dated 25 April 2025

### Name of Post – Assistant Manager Executive Program (MDP)

#### **Examination Pattern**

- 1. The 60 minutes examination will comprise of multiple-choice questions with one correct answer.
- 2. One (1) mark will be awarded for each correct multiple-choice answer. Unanswered questions & incorrect answers will not attract negative marks.
- 3. Question paper will have two sections namely General Section and Post Related General Awareness & Aptitude Section.

## General Section (25 Marks) (Syllabus)

**English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogies & Critical Reasoning.

**Mathematics & Numerical Ability:** Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution.

**Logical Reasoning:** Number/Alphabet Series, Reasoning Analogies, Relations, Calendars, Cause and Effect, Clocks, Coding-Decoding, Directions, Connectives.

**Computer Proficiency:** Knowledge of MS Windows and MS Office, Internet, and email system.

# <u>Post Related General Awareness & Aptitude Section (25 Marks)</u> (Syllabus)

ERP, LMS, Invoicing, Social Media, Edutech Market, payment portals, Content development, NEP, NCF, Different Online- Learning Models e.g. Synchronous vs Asynchronous learning, Blended Learning, GEM, CPP, Tenders & Bidding etc.