



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/PA15(2)/Rectt/2025

31 October 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/15 dated 14 June 2025 for the position of Professional Assistant (on purely tenure/deputation/contract basis).

The tentative date for the Written Examination, CBT based Skill Test, Document Verification, and Personal Interaction is 14 Nov 2025. Revised syllabus for same is at Annexure II.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/PA15(2)/Rectt/2025 dated 31 Oct 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-PR-ASS-00001
2.	IIMM-PR-ASS-00002
3.	IIMM-PR-ASS-00007
4.	IIMM-PR-ASS-00008
5.	IIMM-PR-ASS-00009
6.	IIMM-PR-ASS-00013
7.	IIMM-PR-ASS-00014
8.	IIMM-PR-ASS-00016
9.	IIMM-PR-ASS-00020
10.	IIMM-PR-ASS-00029
11.	IIMM-PR-ASS-00031
12.	IIMM-PR-ASS-00032
13.	IIMM-PR-ASS-00034
14.	IIMM-PR-ASS-00040
15.	IIMM-PR-ASS-00041
16.	IIMM-PR-ASS-00043
17.	IIMM-PR-ASS-00044
18.	IIMM-PR-ASS-00046
19.	IIMM-PR-ASS-00050
20.	IIMM-PR-ASS-00052
21.	IIMM-PR-ASS-00053
22.	IIMM-PR-ASS-00060
23.	IIMM-PR-ASS-00070
24.	IIMM-PR-ASS-00071
25.	IIMM-PR-ASS-00078
26.	IIMM-PR-ASS-00079

Name of Post – Professional Assistant
Revised Examination Pattern

Examination Pattern:

Duration – 120 Minutes

Full Marks 100

Marking Scheme:

- A. Sections I & II
- 1 mark per question
 - Negative marking: 0.25 for each incorrect answer
 - No deduction for unattempt questions
- B. Section III – Drafting Skills
- 2 descriptive questions of equal marks
 - Total marks: 10
 - No negative marking

Section	Topic	No of Questions/ Topic	Marks / Question	Section Total
Section I (MCQ)	English Language and Comprehension: English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogies & Critical Reasoning.	25	1	25
	Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.			
	Logical Reasoning: Number/Alphabet Series, Reasoning Analogies, Relations, Calendars, Cause and Effect, Clocks, Coding-Decoding, Directions, Connectives.			
	General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution.			
	Computer Proficiency: Knowledge of MS Windows and MS Office, Internet, and email system.			
Section II (MCQ)	Post Related General Awareness & Aptitude Section Five Laws of Library Science; Library Types, Functions, Movement, Legislation, Major Libraries, and Extension Services; Library Associations (ILA, IASLIC, SIS, LA, ALA) and Organizations (RRRLF, NASSDOC, NISCAIR, DESIDOC, IFLA, UNESCO); Data–Information–Knowledge, Knowledge Society, Knowledge Management, Communication, National Knowledge Commission, IPR, Copyright, RTI; Communication Concepts, Open Access, OER, Creative Commons; Information Sources—Primary, Secondary, Tertiary, Documentary/Non-Documentary, Reference Tools (Dictionaries, Encyclopedias, Directories, Bibliographies), Serials, e-Books, e-Journals, Databases; Information Services—Bibliographic, Indexing, Abstracting, CAS, SDI, Document Delivery, Referral, Online, Virtual Reference, User Education, Studies, and Literacy; Information Processing—Knowledge Organization, Classification (DDC, UDC, CC), Cataloguing (CCC, AACR-II, RDA), Standards (ISBD, MARC, CCF), Indexing, Vocabulary Control, ISAR, Search Strategies; Library Management—Principles, Planning, Collection Development, ISBN, ISSN, DOI, Preservation, HR,	65	1	65

	Finance, Budgeting, PERT, CPM, Buildings, Marketing, TQM, MIS; Information Technology—Hardware, Software, OS, Client-Server, Networks (LAN, MAN, WAN), Communication Tools, Internet, Hypertext, Standards, Data Security; Automation & Networks—Automation Areas, OPAC, Resource Sharing, Networks (ERNET, NICNET, DELNET, INFLIBNET, OCLC), Consortia, Systems (INIS, AGRIS, PUBMED, INSPEC), AI, Expert Systems; Digital Libraries—Digitization, Software/Hardware, Metadata, Digital Collections (e-Books, e-Journals, ETDs), Federated Search, DRM, Copyright, and Plagiarism.			
Section III (Descriptive)	Drafting Skills	2	5	10
Grand Total				100