



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/HT17(02)/Rectt/2025

01 September 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/17 dated 09th July 2025 for the position of Hindi Typist (on purely tenure/deputation/contract basis).

The list of Eligible applicants is enclosed at **Annexure I**.

The tentative date for the written test & skill test is 27 Sep 2025. The syllabus for the same is at Annexure-II.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/HT17(02)/Rectt/2025 dated 01 September 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-HINDI-TYPIST-00002
2.	IIMM-HINDI-TYPIST-00032

Name of Post – Hindi Typist

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.

Total Marks (50 Marks)
(Syllabus)

General Hindi: Grammatical Topics, i.e., Samas, Sandhi, Kriya, Visheshan, etc, Hindi Synonyms, Hindi Paragraphs, Hindi Proverbs, Hindi Antonyms, Hindi Phrases/ Muhavare, Hindi Comprehension, Knowledge of Hindi, Translation from Hindi to English single word.

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.