



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/STD17(2)/Rectt/2025

01 September 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/17 dated 09th July 2025 for the position of Secretary to Director (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 & personal interaction is 27 Sep 2025. The syllabus for the same is at Annexure-II

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/STD17(2)/Rectt/2025 dated 01 September 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-SEC-DIR-00021
2.	IIMM-SEC-TO-DIR-00036
3.	IIMM-SEC-TO-DIR-00042

Name of Post – Secretary to Director

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.

Post Related General Awareness & Aptitude Section (20 Marks)

(Syllabus)

Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA & LTC, General Financial Rules (Govt. of India), Pay Fixation, Income Tax, NPS, Pension, GST, Store & Purchase Rules, Office Automation.

Noting/Drafting/Email (05 Marks)