

Recruitment of Manpower for NORKA ROOTS

Date of Written Test

Post	Date
System Administrator	24-09-2017 AN
Assistant Manager	24-09-2017 FN
Junior Executive	14-10-2017 AN
Accounts Assistant	24-09-2017 AN
Assistant	14-10-2017 FN
Personal Assistant	14-10-2017 FN
Accounts Officer	15-10-2017 AN
Attender	08-10-2017 FN
Sweeper	08-10-2017 AN

Type of Test – Objective Type, 90 minutes duration

Syllabus and Medium of Test

Post	Medium	Syllabus
System Administrator	English	Subject Knowledge (Computer Science) – 50 marks Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 50 marks
Assistant Manager	English	Subject Knowledge (General Management/HR Management/Financial Management/Marketing Management/Operations Management) – 50 marks Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 50 marks
Junior Executive	English	Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 100 marks
Accounts Assistant	English	Subject Knowledge (Accountancy/Financial Management)- 50 marks Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 50 marks
Assistant	English	Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 100 marks
Personal Assistant	English	Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 100 marks
Accounts Officer	English	Subject Knowledge (Accountancy/Financial Management)- 50 marks Malayalam/General English/Reasoning Ability/Numerical Ability/General Awareness – 50 marks
Attender	Malayalam	Malayalam/Basic Reasoning Ability/General Awareness – 100 marks
Sweeper	Malayalam	Malayalam/Basic Reasoning Ability/General Awareness – 100 marks

The admit cards for the written tests have been despatched via post. Candidates who are not in receipt of the same **at least three days prior** to the date of examination shall enquire at the following address/phone number:

**Centre for Management Development,
Thycaud, Thiruvananthapuram – 695014
Ph: 0471 2320101, 2326221**