Dated: 06/08/2019

SCHEME OF EXAMINATION FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF SENIOR ADMINISTRATIVE ASSISTANT (ERSTWHILE UDC) AT AIIMS, NEW DELHI

This is in reference to Note No.F. 2-20/2019-Estt.(RCT) dated 03.07.2019 for the post of Senior Administrative Assistant [Erstwhile UDC] (Departmental) at AIIMS, New Delhi are as under:

Name & Number of Post	**Senior Administrative Assistant (Erstwhile UDC) 14 (UR-11 & ST-03)**
Date of uploading Admit Card	**13th August, 2019 (Tuesday)**
Date of Exam	**23rd August, 2019 (Friday)**
Timing of Examination	**09:00 AM to 01:00 PM**
Scheme of Examination	**Part-I:** MCQs of 50 marks, 1 hour duration. **Part-II:** SAQs of 100 marks, 1 ½ hour duration. **Part-III:** Computer Skills: 50 marks, 1 hour duration. 1. There will be negative marking of 1/3 marks for each wrong answer in Part-I i.e. MCQ. 2. The qualifying marks for Part-I, Part-II & Part-III will be 40% consolidated.
Syllabus of Examination	**Part I & II:** Office procedures, Leave Rules, CCS (CCA) rules, Conduct Rules, General Finance Rules, Pension Rules, Note writing, Letter drafting, General Intelligence and Reasoning, Quantitative Aptitude, General Awareness etc. **Part III:** Preparation of Presentation Slide using MS Powerpoint, Typing and Formatting on MS word, Data Entry, Tabulation and Calculations using Formulae on MS Excel.
Resolution of Tie Cases	In cases where more than one candidate secures equal MARKS, tie will be resolved: 1) First by using date of birth with older candidates placed higher. 2) If not resolved by (1), the number of wrong answers/ negative marks will be used wherein those with less wrong answers/ negative marks will be placed higher.

Important Note:

1. The candidates are advised to download their Admit Cards from website www.aiimsexamas.org. Only website generated Admit Cards will be treated authentic and permissible to appear in the said Examination. No Admit Card will be sent by Speed Post.
2. The candidature of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
3. All applicants are required to visit the website regularly as all subsequent Corrigendum/ Addendum/ Updates will only be uploaded on the website.

ASSISTANT CONTROLLER OF EXAMINATION