AIIMS-Rishi/2023/203/ 287   Date: 21.04.2023
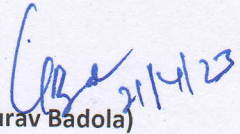
N O T I C E

As informed by Examination Section AIIMS Rishikesh, a Limited Departmental Competitive Examination for the post of Sr. Administrative Assistant is scheduled to be held on third week of June, 2023 (tentatively). The firm date of examination will be intimated later. The scheme of examination for the said exam will be as under: -

Name & Number of Post	Senior Administrative Assistant (Erstwhile UDC), 01 (UR)
Eligibility	Junior Administrative Assistant (erstwhile LDC) having 2 years regular service
Date of Exam	June, 2023 (tentatively)
Exam Language	Bilingual (English or Hindi)
Scheme of Examination	Part-I MCQ 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 (English Only). 1. There will be negative marking of 1/3 marks for each answer in Part-1 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 Power Point, Typing and Formatting on MS word, Data Entry, Tabulation and Calculations using Formulae on MS Excel.

2.   An online application google form has been prepared by Examination Section. All eligible JAAs are instructed to go to the following link and fill the online application form within 30 days from the date of issue of this notice.

Application Form Link: **https://bit.ly/3KLrG9k**

21/4/23

(Gaurav Badola)
Administrative Officer

Copy to:

(i)   PPS to Executive Director
(ii)   PS to DDA / MS / Dean (A) / Dean (E)/ FA / SE
(iii)   Registrar / CNO /SAO / PRO / Law Officer / Asst. Controller of Exam
(iv)   IT Cell – to upload on Institute's website
(v)   Guard File.