



अखिल भारतीय आयुर्विज्ञान संस्थान, अंसारी नगर, नई दिल्ली-110029  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, ANSARI NAGAR, NEW DELHI-110029

परीक्षा अनुभाग  
**EXAMINATION SECTION**

**Notice No. 55/ 2025**

F.No.AIIMS/Exams.Sec./35-18/25/SAA(LDCE)

Dated:10.03.2025

**Scheme of Examination for Recruitment to the post of Senior Administrative Assistant (Erstwhile UDC) under the mode of 25% by Limited Departmental Competitive Examination at AIIMS, New Delhi**

With reference to office circular No. 2-18/2024-Estt(RCT)(pt.) dated 07.12.2024 issued by Recruitment Cell for Recruitment to the post of Senior Administrative Assistant (erstwhile UDC) under the mode of 25% by Limited Departmental Competitive Examination at AIIMS, New Delhi. The scheme, syllabus and schedule of Examination is as under:-

Name & Number of Post	<b>Senior Administrative Assistant (Erstwhile UDC) 23(UR-14 [including 01 -UR for PWBD- LV], SC-07 &amp; ST-02)</b>
Date of uploading Admit Card	<b>24<sup>th</sup> March, 2025 (Monday)</b>
Date of Examination	<b>29<sup>th</sup> March, 2025 (Saturday)</b>
Timing of Examination	<b>Will be announced in the admit card</b>
Language of examination	<b>Bilingual (English or Hindi)</b>
Scheme of Examination	<b>The Examination is of 200 marks consisting of three parts (Part-I, II &amp; III)</b> <b>Part-I:</b> MCQs of 50 marks, 1 hour duration. (Pen/paper mode) <b>Part-II:</b> SAQs of 100 marks, 1 ½ hour duration. (Pen/paper mode) <b>Part-III:</b> Computer Skills: 50 marks, 1 hour duration (English Only) (on computer). There will be negative marking of 1/3 marks for each wrong answer in Part-I i.e. MCQ <b>The qualifying marks for Part-I, Part-II &amp; Part-III will be 40% consolidated.</b>
Syllabus of Examination	<b>Part I &amp; II:</b> 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. <b>Part III:</b> 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:**

- The candidates are advised to download their Admit Cards from website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in). 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.
  - The candidature of all selected candidates related to fulfillment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
- All applicants are required to visit the website regularly as all subsequent Corrigendum/ Addendum/ Updates will only be uploaded on the website.

Sd/-  
**Assistant Controller (Examination)**

