

Detailed Syllabus

Post Code	Name of the Post
112020	Assistant Administrative Officer
122020	Executive Assistant
132020	Personal Assistant

SL. No	Details of Subjects	Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part - I Detailed knowledge of General Financial and Service Rules viz., Conduct Rules, Leave Rules, TA Rules etc	70	100	400	1 ½ hours (90 Minutes)
2	Part-II General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

Examination Pattern and Syllabus:

Part-I	Topics/Subject	No. of Questions	Total Marks	Remarks
1	The AIIMS Act, 1956 and the AIIMS (Amendments) Act	3	12	<p>➤ Each answer with CORRECT RESPONSE shall be awarded FOUR MARKS.</p> <p>➤ Negative mark i.e., One (1) Mark will be deducted for each INCORRECT RESPONSE.</p> <p>➤ ZERO mark will be given for the questions NOT ANSWERED</p> <p>Note: Refer More information regarding scheme of examination advertisement copy vide No. JIP/AIIMSBBN/Gr.B&C/2020 Dated : 29.07.2020</p>
2	AIIMS Regulation, 2019 and amendments	2	8	
3	ADMINISTRATION: FR & SR. All CCS Rules. CCS Conduct Rules CCS (CCA) Rules. Pay/DA/HRA Joining time Rules. Leave Rules. Leave Travel Concession. Medical Attendance Rules. Loans and Advances Recruitment, Reservations and concessions in appointments. Quitting Service other than superannuation Resignation, removal and dismissal Travelling Allowance Deputation and Foreign Service. Manual of Office Procedure RTI	30	120	
4	PURCHASE & STORES: General Financial Rules. Public Procurement for Goods, Services and Works. Government e-Marketplace. Central Public Procurement Portal. Contract Management. Inventory Management and Control. Procurement Manuals. Import of Goods.	20	80	

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	Preference to Make in India guidelines		
5	FINANCE & ACCOUNTS: Financial Accountancy, Cost Accountancy, Management Accountancy, Auditing covering conceptual and practical aspects. Financial Statements for Central Autonomous Bodies and Higher Educational Institutions. Budget formulation and implementation. Accounting of Grant-in-Aid.	15	60
Part -II	Note: The standard of the questions will be of 10+2 level.		
1	General Knowledge	5	20
2	General intelligence	5	20
3	General English	15	60
4	General Mathematics	5	20

General Intelligence (5 Questions): It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Knowledge(5Questions): Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

General Mathematics(5Questions) : This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

English Language (15 Questions): Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Questions on 'General Intelligence will be non-verbal considering the functions attached to the post. Questions on General Mathematics and General English will be simple, of a level that an average (10+2) will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. The questions in all parts will be of (10+2) standard level.

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4/20/20