



అఖిల భారత వైద్య విజ్ఞాన సంస్థ
अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
(Hyderabad Metropolitan Region), Telangana



भारत 2023 INDIA

File No: AIMS/BBN/Exam Cell/2023/1351

Date: 22/06/2023

Stage-II Skill Test Examination for the post of EXECUTIVE ASSISTANT

The following applicants are here by informed that skill test will be conducted on
04.07.2023 (all details are given below)

Name of the Post: EXECUTIVE ASSISTANT				
S.No	Hall Ticket No	Applicant Name	Mark secured out 400	Remarks
1.	1220235072	RAVULA CHANDRASHEKAR	301	Provisionally Qualified for skill Test
2.	1220235120	JINNAMWAR SHRAVAN KUMAR	287	Provisionally Qualified for skill Test
3.	1220235026	CHENNOJU RAGHUVeer	280	Provisionally Qualified for skill Test
4.	1220235096	ALAGU SUNDAR A	249	Provisionally Qualified for skill Test
5.	1220235009	HEMACHANDRAN G	245	Provisionally Qualified for skill Test
6.	1220235004	MANDULA RAJA SEKHAR	241	Provisionally Qualified for skill Test
7.	1220235061	MUKKARA MALLIKARJUNA	236	Provisionally Qualified for skill Test
8.	1220235101	HARISH RAMINENI	235	Provisionally Qualified for skill Test
9.	1220235042	EALISA SAMBASIVA	227	Provisionally Qualified for skill Test
10.	1220235076	MOHIT ARORA	220	Provisionally Qualified for skill Test

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1.	Date of Skill Test (Stage-II)	04.07.2023	Remarks
2.	Reporting timing	09.00AM	Will be mentioned in Admit Card
3.	Document verification	09.15 AM	As per Annexure-I given below
4.	Skill Test	From 10.00 AM	
5.	Nature of Examination	Qualifying nature Only	
6.	Date of issuing Admit card	27-06-2023	
7.	City of Examination (Skill Test)	Hyderabad	venue of skill Test Will be mentioned in the admit card
8.	Details of Scheme of Examination	As per Advertisement	Detailed Annexure-II given below
9.	Criteria for qualifying	The qualifying criteria is 50% in skill Test Examination.	
10.	Preparation of Merit List	Final Merit List will be based upon CBT recruitment Examination provided the candidate be qualified in Skill Test	

Important Note:

1. If the candidate is provisionally shortlisted for skill test but if he/she does not fulfill the required educational qualification, experience, age etc. as per the advertisement notification during document verification, his/her name will be automatically removed from the short list. No further correspondence in this regard will be entertained
2. The original documents of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
3. No TA/DA will be paid for attending Skill Test
4. All applicants are required to visit the website regularly as all subsequent Corrigendum / Addendum / Updates will only be uploaded on the Website.

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Annexure-I

Candidates are required to bring **one set of copies** of the following certificates/documents along with the **originals** thereof at the time of skill test failing which they may not be admitted to the skill test.

S.no	Certificates	Remarks
The following certificates/documents must be produced		
1.	Metric or equivalent certificate	support of date of birth and age limit
2.	Degree from a recognized University/Institution or equivalent	As per advertisement mentioned Essential qualifications
3.	Experience Certificate	As per advertisement mentioned Essential Experience
4.	Government Servant Certificate: Prescribed Format	Available in advertisement copy Page- 32
5.	"No Objection" certificate	if you are already in service
6.	A recent passport size photograph	One
The following certificates/documents must be produced if applicable		
7.	OBC Certificate: Prescribed Format	Available in advertisement Page-27
8.	Income & Asset Certificate for EWs - Format	Available in advertisement Page-29
9.	SC/ST Certificate: Prescribed Format	Available in advertisement Page-30
10.	(PwDs) Disability Certificate: Prescribed Format	Available in advertisement Page-31
11.	Ex-Serviceman: Prescribed Format	Available in advertisement Page-33&34



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Annexure-II

SCHEME OF EXAMINATION for ASSISTANT ADMINISTRATIVE OFFICER / EXECUTIVE ASSISTANT

It is mentioned in the advertisement the outline the syllabus as under

S. No.	Name of the post	Detailed	Remarks	
1	EXECUTIVE ASSISTANT	Word Processing Test – 2000 key Depressions	Total Marks	40 Marks
			Total Duration	20 Minutes
			No. of Questions	One
			Data Entry / Word Processing Test	Typing of the running passage
		Test in spread sheets on Microsoft Excel	No. of questions	Three
			Total Marks	40 Marks
			Total Duration	30 Minutes
			Excel Questions pertaining to chart/ table/ formula/ filter etc	Pivot Table Advance Filter Logical Formulas Look up formulas Index & Match formula Chart, Dynamic Charts,
		Test in Power Point (Microsoft Power Point)	No. of questions	Two
			Total Marks	20 Marks
			Total Duration	10 Minutes
			Confirmation of Power Point Questions pertaining to paragraph/ chart/ animation/table etc	Over all assessing the Power Points skills

Please note: (i). This will enable us to design and conduct the skill test that aligns with the job requirements and assesses the candidate's capabilities accurately.

(ii). Visually Handicapped (VH) candidates will be given relaxation. You will be allotted 20 more minutes. At the same stroke and qualifying standard

**In case you need any help, please contact the undersigned at
E-mail id: helpexamcell.aiimsbibinagar@gmail.com only.**

[Signature]
22/6/13

Dr. NITIN ASHOK JOHN
Dean (Examination)
All India Institute of Medical Sciences, Bibinagar,
Hyderabad Metropolitan Region (HMR), Telangana-500 120.

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