

speed. However it will only be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.

- (ii) Such candidates, who are allowed use of scribe are also allowed for compensatory time of 20 minutes (or otherwise advised) for every hour of the examination.
- (iii) The candidate will have to arrange his/ her own scribe at his/her own cost.
- (iv) The qualification of the scribe should be one step below the qualification of the candidate.
- (v) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- (vi) A person acting as scribe for one candidate cannot be a scribe for another candidate.
- (vii) The scribe arranged by candidate should not be candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (viii) The scribe should not be a candidate for this process. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.
- (ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It will not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time will not be allowed such concessions.

12. **These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**Scheme of Examination:** The examination will adjoin a Computer Based online / offline mode of exam and Skill Test for the post of *Junior Administrative Assistant* is as below in Part- I and Part-II.

The examination will consist subject mentioned below for the post of *Junior Administrative Assistant*:

Part-I	Subject	Max. Marks/ Questions	Time Duration
A	General Intelligence	50	03 Hours*
B	General Awareness	50	
C	Quantitative Aptitude	50	
D	English Language	50	
<b>Part-II</b>			
Skill Test	A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on Computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word.)		10 minutes



## Indicative Syllabus for Examination for the post of Junior Administrative Assistant:

### PART-I

**General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

**General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially 10 pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

### Quantitative Aptitude:

**Number Systems:** Computation of Whole Number, Decimal & Fractions, Relationship between numbers

**Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base

**Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2\theta + \cos^2\theta = 1$  etc.

**Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar- diagram, Pie-chart

**English Language:** Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

### PART-II

#### Skill Test:

The skill test will be of qualifying nature. Candidates will have to qualify the test for English or Hindi at the prescribed speed on Computer, to be provided by the Institute or the agency authorized by the Institute to conduct such skill test at the Centre/Venue so notified.



*\*Compensatory time of 1 hour will be provided to PwD candidates, who are eligible for the same as mentioned in Para- 12 above.*

*Questions will be Objective Type Multiple Choice, Set in both Hindi and English in respect of Parts A, B, C & D.*

*There will be negative marking of 0.25 marks for each wrong answer.*

**Note – I:** The Institute reserves the right to conduct the examination through Computer based online/ offline mode. The Institute also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

**Note– II:** Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the AIIMS, Patna in this regard will be final and no further representation will be entertained.

**13. Document Verification:**

The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written test, the provisionally qualified candidates will be required to produce following original certificates/ documents along with one set of photocopy, duly self-attested viz.:

- i) Copy of Online Application Form.
- ii) Copy of Admit Card issued for Written Examination.
- iii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
- iv) Class 10<sup>th</sup> & 12<sup>th</sup> Marksheet and Certificates.
- v) Marksheet of Diploma/ Degree.
- vi) Diploma/ Degree.
- vii) Caste certificate if applied under SC/ST/OBC category or EWS Certificate issued by the competent authority.
- viii) The Disability Certificate, if applied under Person with Benchmark Disability (PwD) category.
- ix) 'No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
- x) Experience Certificate, if any.
- xi) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)
- xii) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof.
- xiii) Any other relevant documents.

**14. Mode of Selection:**

- i) SC, ST, OBC, Ex-Servicemen, PwD and EWS candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, Ex-Servicemen, PwD and EWS candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.
- ii) SC, ST, OBC, Ex-Servicemen, PwD and EWS category candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in

