

No. AIIMS/Pat/Admin/LDCE/16299

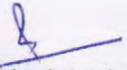
Dated: 9th November, 2020

NOTIFICATION

Sub:- Syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of All Group 'C' Staff of AIIMS, Patna in the Grade Pay of Rs. 1800 and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade to the post of Junior Administrative Assistant.

The undersigned is directed to enclose herewith the syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of all Group 'C' Staff of AIIMS, Patna in the Grade Pay of Rs. 1800 and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade to the post of Junior Administrative Assistant duly approved by the competent authority.

Encl: As above


(Narsingh Mahto)

Sr. Administrative Officer
AIIMS, Patna – 801507

Copy to:-

1. PPS to Director, AIIMS, Patna.
2. PS to Dy. Director, AIIMS, Patna.
3. PS to Dean, AIIMS, Patna.
4. PS to MS, AIIMS, Patna.
5. Financial Advisor, AIIMS, Patna.
6. Superintending Engineer, AIIMS, Patna.
7. The Controller of Examination, AIIMS, Patna.
8. The Registrar, AIIMS, Patna.
9. The Administrative Officer, AIIMS, Patna.
10. The Principle College of Nursing, AIIMS, Patna.
11. The Faculty – In- Charge IT Cell for up loading on website of AIIMS, Patna.
12. Notice Boards AIIMS, Patna.
13. Office Copy.

Syllabus for Limited Departmental Competitive Examination (LDEC) for promotion of all Group 'C' Staff of AIIMS, Patna in the Grade Pay of Rs. 1800 and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade to the post of Junior Administrative Assistant

<u>Part-I</u>	<i>Subject</i>	<i>Max. Marks/ Questions</i>	<i>Time Duration</i>	<i>Type of Question</i>
A	General Intelligence	40	02 Hours	Multiple Choice Questions
B	General Awareness	40		
C	Quantitative Aptitude	40		
D	English Language	30		
<u>Part-II</u>				
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 Limited Departmental Competitive Examination for the post of Junior Administrative Assistant, AIIMS Patna

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

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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 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.

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