



No. AIIMS/Pat/Admin/LDCE/30233


Dated: 9th November, 2020

NOTIFICATION

Sub: Syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of Junior Administrative Assistant to the post of Senior Administrative Assistant.

The undersigned is directed to enclose herewith the syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of JAA to the post of SAA 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
(LDCE) FOR PROMOTION OF JUNIOR ADMINISTRATIVE ASSISTANT TO SENIOR
ADMINISTRATIVE ASSISTANT,**

Part A & B (75 Minutes)		
Part A		
<p>Paper - I Maximum marks - 60 (30 questions of 2 marks each)</p>	<p>a) The AIIMS Act, 1956. b) The AIIMS Rules, 1958. c) The AIIMS (Amendment) Act, 2012. d) The AIIMS Regulation, 2019 and amendment. e) CCS (Conduct) Rules, 1964. f) CCS (CC&A) Rules, 1965. g) CCS (Leave) Rules, 1972. h) Reservation and concession in appointment. i) Welfare measure to the Central Govt. Employees. j) General Financial Rules, 2017. k) Fundamental Rules/ Supplementary Rules. l) Children Education Allowances. m) LTC Rules. n) Establishment and Administration. o) Annual Performance Assessment Reports (APARs). p) Medical Attendance Rules. q) Pension. r) New Pension Scheme.</p>	<p>30 questions</p>
<p>Paper - II Maximum marks - 20 (10 questions of 2 marks each)</p>	<p>General Awareness/Knowledge Topics to be covered (1 to 2 questions from each topic) a) Indian Geography b) Civics c) General knowledge</p>	<p>03 questions</p>
	<p>Basic Arithmetic Topic to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and loss d) Simple interest e) Average</p>	<p>05 questions</p>
	<p>Reasoning and Analytical Ability (Non Verbal/ Pictorial)</p>	<p>02 questions</p>

Part B		
Maximum marks - 20	Translation of words from English to Hindi (Multiple choice question)	05 questions of 2 marks each
	Translation of words from Hindi to English (Multiple choice question)	05 questions of 2 marks each

Part - C (15 Minutes)		
Maximum marks - 20 [(Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. (Data entry of 1000 key depressions ($\pm 5\%$))	20 marks

2