

**IMPORTANT INSTRUCTIONS REGARDING ONLINE CBT MODE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE)  
FOR THE POST OF SENIOR ADMINISTRATIVE ASSISTANT (ERSTWHILE UDC) AT AIIMS, NEW DELHI**



**A. ADMIT CARD**

1. The Admit Card / Hall Ticket will be released on **21<sup>st</sup> August, 2019**
2. The Admit card has to be downloaded from [www.aiimsexams.org](http://www.aiimsexams.org) using your login credentials on *My Page* using the link through the *Academic* tab. No hard copy will be posted to you.
3. Print TWO copies of the Admit Card: One copy is required for the Examination and the other is to be preserved for Admission formalities should you be selected
4. The Admit Card print-out should have **Domain IP Address, Date and Time of printing** in the first line on top. Those Admit Cards that do not have these details shall be treated as INVALID and shall not be accepted for any purpose

IP Address:	Date:	Time:
अखिल भारतीय आयुर्विज्ञान संस्थान		

5. Please note that ONLY ORIGINAL PRINT-OUTS OF ADMIT CARDS WITH PROPERLY IDENTIFIABLE DETAILS INCLUDING A CLEAR PRINT OF THE UPLOADED PHOTOGRAPH are considered valid. Photocopies or improperly printed [ too light or too dark] Admit Cards are not acceptable.
6. Please Check ALL DETAILS printed in the Admit Card such as Name, Candidate ID, other details, photograph etc.
7. In case of any discrepancy please report to the Assistant Controller (Examinations) so that necessary corrections can be made
8. Please keep handy, TWO recent Passport Sized photographs WITH WHITE BACKGROUND. PASTE ONE PHOTOGRAPH IN THE SPACE PROVIDED. The other Photograph is required to be presented at the Examination Centre. Do not paste the second photograph but carry this with you when you attend the examination.
9. Please READ, UNDERSTAND THE CONTENTS AND SIGN THE DECLARATION with PLACE and DATE alongside the space for the photograph.
10. Read these instructions and an extract of some important ones in the Admit Card. These are to be followed.
11. If you have any difficulty take the help of elders who would be able to guide you. *Please note that in case the Admit Card is incorrect in any respect, your entry into the Examination Centre may be denied.*

- Only **Original** prints of Admit Card are valid. Photocopies / bad prints are not acceptable.
- Prints should have the **Domain IP Address, Date and Time of printing**
- Prints should be such that photographs (Irrespective of the quality of the pasted photograph) and all details are clear (*Although clear colour prints are preferable, even clear black and white prints are acceptable*)
- Check all details printed in the Admit Card and in case of discrepancy inform immediately
- Paste one recent Passport sized photograph with a **white background**
- Read, understand and sign the **Declaration**
- Ensure all requirements are complied with

**B. VALID IDENTITY PROOFS**

Only the following are accepted as Valid Identity (ID) Proofs for entry into the Examination Centre

1. Aadhar Card in ORIGINAL
2. E-Aadhar ORIGINAL PRINT-OUT WITH CLEAR IMAGE OF THE FACE
3. Passport in ORIGINAL
4. Voters ID Card / EPIC in ORIGINAL
5. PAN Card with PHOTO in ORIGINAL
6. Drivers License in ORIGINAL
7. Identity Card of AIIMS



- Only those Identity Proofs as mentioned are acceptable
- All Identity proofs should be in ORIGINAL
- E-Aadhar should be an ORIGINAL and CLEAR PRINT AND NOT A PHOTOCOPY
- PHOTOCOPIES OF IDs EVEN IF ATTESTED ARE NOT ACCEPTABLE
- SCANNED PHOTOS OF IDs IN MOBILE PHONES ARE NOT ACCEPTABLE

### C. PROHIBITED ITEMS

1. All Electronic items including Mobile Phones, Pagers, Calculators etc
2. Any item capable of transmitting or receiving information including Bluetooth Devices, Pen drives etc
3. Wrist watches, clocks, etc. of any kind
4. Ornaments, Wrist bands, Goggles, Headgears, Scarfs, Jackets, etc. *(Please see section on Dress Code)*
5. Pen, Paper *(other than the Admit Card)*, books/Note Book, Key Board, calculators, bags, bottles etc.
6. Shoes / Footwear with thick soles *(Please see section on Dress Code)*
7. Large buttons
8. Clothing not appropriate for the ambient weather
9. Copying of questions
10. Talking, canvassing, unruly or any behaviour capable of disturbing or disrupting the examination
11. Any other item/ instruction/ decision as may be necessary to be prohibited by AIIMS and either announced in the website [www.aiimsexams.org](http://www.aiimsexams.org) or through representatives at the centre as may be required for proper and fair conduction of the examination.

- Please DO NOT carry any prohibited item into the Exam Centre
- There is no facility for safe-keeping of valuables in most centres
- Failure to comply with any of the above will be considered as use of unfair means and appropriate disciplinary action will be taken and may be liable for criminal proceedings according to prevailing laws

### D. DRESSING FOR THE EXAMINATION

1. All candidates are required to dress appropriately for the weather and climatic conditions. For example during summer you are not expected to wear jackets/ coats.
2. Large buttons on dress are not permitted.
3. Shoes / footwear with thick soles and high heels are not permitted.
4. Caps, scarfs, jackets, goggles, belts, wrist-bandsetc. are not permitted.
5. Please dress appropriately. There may be no facility for safe-keeping of items removed prior to entry.
6. In case religious beliefs or customs require you to wear any particular attire you are required to report early at the centre to allow adequate time for frisking. If you do not co-operate during frisking you may not be permitted to enter the Examination Hall.

- There is no specific dress code but wear clothing appropriate for the weather
- Shoes/ footwear with thick soles and high heels are not permitted
- Large buttons on dress shall be removed
- In case religious beliefs or customs require you to wear any particular attire you are required to report early at the centre to allow adequate time for frisking

### E. WHAT YOU SHOULD CARRY INTO THE EXAMINATION CENTRE

You should carry with you **only below mentioned items** inside the Examination Centre:

1. Original and clear print of the Admit Card with a pasted photograph and signed Declaration as mentioned in A.
2. Original and valid ID Proof as mentioned in B.
3. One Passport sized photograph with a white background.

- Familiarize yourself with the requirements for entry into the Examination Centre
- Do not run around in the last minute to get the proper ID
- Without a valid and clear print of Admit Card you will not be permitted
- Bring a Passport sized photograph with a white background

## F. ENTRY INTO THE EXAMINATION CENTRE

Entry into the Examination Centre is subject to:

1. Reaching on time. The Reporting Time is the time when you should reach the centre.
2. No candidate shall be permitted after the Entry Closing Time.
3. Those with attire as required by religious beliefs and customs must reach early
4. Production of Admit Card with correct details as mentioned earlier (see A)
5. Production of Original ID proofs as indicated (see B)
6. Not carrying any prohibited items (see C)
7. Complying with requirements of dress (see D)
8. Co-operating with frisking and identification procedures
9. Any other requirement that may be decided by AIIMS from and executed by the representatives at the centre

- Common reasons for being denied entry are Reaching late after the Entry Closing Time and not carrying proper Admit Card and IDs
- You / your parents / your guardians should familiarize with the location and make arrangements to Report at the centre on Time
- Check all requirements for entry before hand
- Bring Admit Card, Original IDs and Photographs as mentioned. Do not run around at the last minute.
- Cooperate during frisking

## G. ROUGH WORK

1. Use the back of the Admit Card for Rough Work
2. It is mandatory to return the Admit Card at the end of the Examination and sign wherever required

- Use the back of the Admit Card and Rough Sheet provided for rough work
- Make the necessary entries
- Return the Admit Card at the end of the Examination
- Failure to return the Admit Card and signing as required may result in your answers not being evaluated

## H. IMPORTANT INFORMATION

1. All candidates shall be subjected to frisking, biometric verification, electronic surveillance etc.
2. This is a Computer Based Test (CBT) consisting of Multiple Choice Questions (MCQs) only
3. Familiarize with the examination by taking the Mock Test
4. Do not use the key board
5. At the beginning the Examination please check if the questions from the correct subject is visible in the computer
6. In case of any discrepancy in the subject as seen in the computer inform the invigilator immediately  
Questions “Bookmarked” shall not be evaluated

- PREPARE EARLY AND REACH EARLY
- Comply with all requirements
- The Admit Card released to you does not guarantee right to appear in the examination unless other requirements are complied with
- All selections are subject to verification of certificates and fulfillment of eligibility requirements
- Selections can be revoked even after the post if lack of fulfillment of eligibility is identified subsequently
- IF YOU DO NOT UNDERSTAND ANY OF ENTRY REQUIREMENTS TAKE THE HELP OF ELDERS RIGHT NOW
- AVOID RUNNING AROUND ON THE DAY OF EXAMINATION TO FULFIL REQUIREMENTS FOR ENTRY INTO THE EXAMINATION CENTRE
- DO NOT ARGUE WITH OFFICIALS AT THE CENTRE REGARDING ENTRY REQUIREMENTS AS THESE ARE FOLLOWED THROUGHOUT THE COUNTRY FOR THIS EXAMINATION AND EXCEPTIONS CANNOT BE MADE FOR INDIVIDUAL OR PERSONAL SUITABILITIES