



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
EXAMINATION SECTION
ANSARI NAGAR, NEW DELHI - 110029
NOTICE No.: 54/2018

Dated: 28/07/2018

**SCHEME OF EXAMINATION FOR THE POST OF OFFICE SUPERINTENDENT
(DEPARTMENTAL) AT AIIMS, NEW DELHI**

This is in reference to Note No.F.2-3/2018-Estt.(RCT) dated 06.03.2018 for the post of Office Superintendent (Departmental) at AIIMS, New Delhi are as under:

Name of Post	Office Superintendent
Date of uploading Admit Card and list of eligible candidates	30th July, 2018 (Monday)
Date of Exam	18th August, 2018 (Saturday)
Timing and duration of Examination	10:00 AM to 11:30 AM (90 minutes)
Scheme of Examination	Part-I : 100 MCQs of one marks each based on: 1) Office Work related knowledge, AIIMS Act, Rules & Regulations and various rules related to day to day working. 2) Relevant use of Computers and General Knowledge Part-II : (33 1/3%) = Based on ACR (to be decided by Recruitment Cell) The select list equivalent to number of vacancies shall be prepared in order of merit based on total marks obtained in the written test and evaluation of ACRs. The evaluation of marks of written Test and ACR will be converted into percentage in the following manner: i. Written Test: 66 2/3 % ii. ACR : 33 1/3%
Syllabus of Examination	The syllabus will be in accordance with nature of post and experience in the relevant field.
Resolution of Tie Cases	In cases where more than one candidate secures equal MARKS, tie will be resolved: 1) First by using date of birth with older candidates placed higher. 2) If not resolved by (1), the number of wrong answers/ negative marks will be used wherein those with less wrong answers/ negative marks will be placed higher.

Important Note:

1. The candidates are advised to download their Admit Cards from website www.aiimsexamas.org. Only website generated Admit Cards will be treated authentic and permissible to appear in the said Examination. No Admit Card will be sent by Speed Post.
2. The candidature of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
3. All applicants are required to visit the website regularly as all subsequent Corrigendum/ Addendum/ Updates will only be uploaded on the website.

ASSISTANT CONTROLLER OF EXAMINATION