



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110608  
EXAMINATION SECTION**

**NOTICE No.: 47 / 2019**

**Dated: 13/12/2019**

**SCHEME OF EXAMINATION FOR SCREENING/QUALIFYING TEST FOR THE POST OF  
JUNIOR ACCOUNT OFFICER AT AIIMS, NEW DELHI**

This is in reference to letter No. 2-50/2018-Estt.(RCT) dated 26.11.2019 received from Recruitment Cell, AIIMS, New Delhi for conduct of screening/qualifying test for the post of Junior Account Officer (Departmental) at AIIMS, New Delhi scheme of examination is as under:

<b>Name &amp; Number of Post</b>	<b>Junior Account Officer 08 (07 UR &amp; 01 ST)</b>
<b>Date of uploading Admit Card</b>	<b>3<sup>rd</sup> January, 2020 (Friday)</b>
<b>Date of Exam</b>	<b>18<sup>th</sup> January, 2020 (Saturday)</b>
<b>Timing of Examination</b>	<b>10:00 AM to 02:00 PM</b>
<b>Scheme and Syllabus of Examination</b>	<p><b>Part-I:</b> MCQs of <b>150 marks</b>, 2 ½ hour duration (10:00 AM to 12:30 PM) (a) General Intelligence &amp; Reasoning, General Awareness, Quantitative Aptitude and Ability – <b>50 marks</b>. (b) Various Function of Finance Division - Budget formulation &amp; allocation of grant-in-aid from GoI/MoHFW, Project Appraisal, Financial Concurrence on procurement of goods &amp; services and works, GeM, PFMS, Vetting of SFC/GB/IB proposals involving financial implications, Govt. Rules &amp; procedures, Pre-check of salary &amp; contingency bills &amp; payment, Receipts (internal accruals) &amp; adjustments, Commercial Accounts (as per GAAP), Internal Audit &amp; C&amp;AG's Audit – <b>100 marks</b>.</p> <p><b>Part-II:</b> Computer Skills: <b>50 marks</b>, 1 hour duration (1:00 PM to 02:00 PM) [Word, Excel &amp; Powerpoint – <b>20 minutes each</b>] {MS Office 2007 will be used for computer skills on windows platform}.</p> <p>1. There will be negative marking of 1/3 marks for each wrong answer in Part-I i.e. MCQ. The qualifying marks for Part-I &amp; Part-II will be 40% combined.</p>
<b>Resolution of Tie Cases</b>	<p>In cases where more than one candidate secures equal MARKS, tie cases will be resolved:</p> <ol style="list-style-type: none"><li>1) First by using date of birth with older candidates placed higher.</li><li>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.</li></ol>

**Important Note:**

1. The candidates are advised to download their Admit Cards from website [www.aiimsexamas.org](http://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 Examination Section will prepare the result of all qualified candidates and it will be provided to Recruitment Cell, AIIMS, New Delhi for further necessary action at their end.
3. The candidature of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
4. 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**