



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश (उत्तराखण्ड)

All India Institute of Medical Sciences, Rishikesh (Uttarakhand)

परीक्षा विभाग

Examination Section

Virbhadra Marg, Rishikesh-249203

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

SYLLABUS

Post Name : Office Assistant (NS)

Language – English

Indicative Syllabus: For General Aptitude

a) General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial orientation, problem solving, analysis, judgement, decision making, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc. the topics are, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern – folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

b) General Awareness: Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

c) Quantitative aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, 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, 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, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency, polygon, Bar diagram & Pie chart.

d) English Comprehension: Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Note- I: The Institute will have full discretion to fix separate minimum qualifying marks in each of the papers and in the aggregate of all the papers separately for each category of candidates (viz. SC/ST/OBC/PH/Ex-S/General (UR) Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for being called for Date Entry Skill Test/Computer Proficiency Test/Document Verification.

Note- II: Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the AIIMS Rishikesh in this regard will be final and no further representation will be entertained.