



## अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी

All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त निकाय  
(An Autonomous body under the aegis of Ministry of Health and Family Welfare, GoI)

चांगसारी, गुवाहाटी, असम-781101

Changsari, Guwahati, Assam-781101

File no. 1-74/2022-23/AIIMS/GHY/ADMN./CONT-APPOINT/Pt-III/4293

Date:09.03.2026

### Notification

**Sub: Computer Based Test (CBT)- Junior Administrative Officer & Assistant Administrative Officer on contractual basis at AIIMS, Guwahati- reg.**

**Ref: Advt. No. 1-74/2022-23/AIIMS/GHY/ADMN./CONT-APPOINT/1151 dated: 04.08.2025.**

In continuation of the Advertisement Notification mentioned above, wherein the mode of recruitment for Group 'A' & 'B' Non-Faculty posts on contractual basis was prescribed as Walk-in-Interview, it is hereby notified that, in view of the large number of applications received for the posts of **Junior Administrative Officer (JAO)** and **Assistant Administrative Officer (AAO)**, the Competent Authority has decided to revise the selection process for these posts.

Accordingly, with reference to the above subject, a screening test through **Computer Based Test (CBT)** shall be conducted for shortlisting of eligible candidates for the post of **Junior Administrative Officer (JAO)** and **Assistant Administrative Officer (AAO) on contractual basis**, which shall be followed by **Document Verification and Personal Interview**. The detailed schedule and further instructions regarding the CBT shall be notified separately in due course.

Sl. No	Name of the post	Number of post	Category
1.	Assistant Administrative Officer	01	UR-01
2.	Junior Administrative Officer	04	UR-03, OBC (NCL)-01

#### **SCHEDULE OF THE SCREENING TEST:**

<b>Date of the screening test</b>	<b>Will be notified shortly.</b>
<b>Examination centre</b>	<b>Guwahati ONLY</b> <b>Venue will be notified shortly.</b>
<b>Duration of the test</b>	<b>Will be notified shortly.</b>
<b>Time slot</b>	<b>Will be notified shortly.</b>

#### **SCHEME OF THE SCREENING TEST:**

<b>Mode of the examination</b>	Computer Based Test (CBT)
<b>Medium of the examination</b>	English only.
<b>Duration of the examination</b>	Will be notified shortly.
<b>Type of questions</b>	Multiple Choice Questions (MCQ)

<b>Number of questions</b>	100
<b>Marks per question</b>	One mark for each correct answer. No negative marking for incorrect answer/un-attempted question Total marks (100x1) = 100.
<b>Weightage in subsequent selection process</b>	The marks obtained in the screening test will not carry any weightage in the interview stage of the selection process
<b>Answer key display</b>	Answer key will be displayed on the same day of examination after completing the examination process.
<b>Deadline to register any objection regarding any of the question or the answer key</b>	Within 24 hours of display of the answer key. The objection to any component of question paper or answer key must be communicated to <b>recruitment-cell@aiimsguwahati.ac.in</b>

### **SYLLABUS AND BLUEPRINT FOR THE SCREENING TEST:**

The syllabus of screening test will be according to AIIMS Common Recruitment Examination (CRE) for selection of AAO and JAO. Questions may cover areas as per CRE syllabus such as [General Administration, CCS Rules, FR/SR, etc. (weightage 80%)], [Basic Computer, General Awareness, Quantitative aptitude and general English (weightage 20%)].

### **MINIMUM QUALIFYING MARKS:**

<b>Sl. No.</b>	<b>Category</b>	<b>Minimum Qualifying Mark in CBT</b>
<b>1</b>	<b>UR/EWS</b>	<b>50% (for all UR/EWS category posts)</b>
<b>2</b>	<b>OBC-NCL</b>	<b>45% (only for the posts reserved for the respective category)</b>
<b>3</b>	<b>SC/ST</b>	<b>40% (only for the posts reserved for the respective category)</b>

### **Note:**

1. The purpose of the screening test is purely for shortlisting the candidates and shall have no weightage in the personal interview.
2. "Shortlisting shall be carried out to select candidates for appearing in Document Verification followed by Personal Interview, in the ratio of 10:1, i.e., ten (10) candidates for each post and category."
3. The claim of the applicants with regard to the date of birth, educational qualifications, experience, community, etc., are accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of AIIMS, Guwahati.
4. Mere admission to screening test or inclusion of the name of an applicant in a merit list will not confer on the applicant any right for engagement. The candidature is therefore, provisional at all stages and the institute reserves the right to reject candidature at any stage of selection even after declaration of the results, if any mistake/wrong information is noticed at a later date.
5. The decision of the Competent Authority regarding the screening test, document verification, interview and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.

6. Candidates who have applied for both AAO and JAO posts will be required to appear in a single Computer-Based Test (CBT). However, separate cut-off marks will be determined for each post. Candidates securing the prescribed cut-off marks for both posts will be called separately for the interview for each post. In case a candidate secures the cut-off marks for only one post, he/she will be called for the interview only for that respective post.”

This notification is issued with the approval of the Competent Authority, AIIMS, Guwahati.

**Sd/-**  
**Administrative Officer**  
**AIIMS Guwahati**

Copy to :-

1. P.S to Executive Director, AIIMS, Guwahati-for kind information.
2. P.A to DD(A), AIIMS, Guwahati-for kind information.
3. Dean (Examination), AIIMS Guwahati-for kind information
4. Assistant Controller of Examination, AIIMS, Guwahati-for kind information and necessary action.
5. Recruitment Cell, AIIMS, Guwahati-for kind information.
6. IT-Cell for information and to publish the notification in institute website.
7. Office copy.