



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110 608

EXAMINATION SECTION

SCHEME OF EXAMINATION FOR THE POST OF LOWER DIVISION CLERK (LDC) FOR AIIMS, NEW DELHI)

1.	Name of Post	<u>LOWER DIVISION CLERK (LDC)</u> 60 (30 UR, 10-ST, 20-OBC) 04 earmarked for PH (02-OH & 02 HH)
i	Date of Examination	26 <sup>TH</sup> November, 2016 (Saturday)
ii.	Time and Duration of Examination	09.00a.m. -12.00 noon ( Shift-1) 02.30 p.m. - 05. 30p.m (Shift -2)

1.1. Overview of Scheme of Examination:

- (i) The Examination and Evaluation will be in two Stages.
- (ii) Stage I: Theory Examination with minimum qualifying marks for eligibility to appear in the Stage II Examinations.
- (iii) Stage II : A. Writing Skill Examination in paper and pen mode.  
Stage II: B. Typing Skill test (English or Hindi) on Computer.
- (iv) Final Merit List will be based upon Stage-I Theory Examination provided the candidate be qualified in Stage II both the Skill examinations.

1.2. Language of Examination

English or Hindi for Theory, Descriptive type and Typing Examinations

Candidates can choose either of the languages.

Candidates can answer the theory papers in one language and take the typing test in another language

1.3. Theory Examination

1.3.1. Nature of Examination

This will be an eligibility examination for appearing in Stage II and for preparing merit list.

1.3.2. Duration of Examination:

(a) Stage-I (Theory Examination) \*

Three Hours (180 minutes). However, for Visually Handicapped Candidates One Hour (60 minutes) will be given extra as compensatory time.

(b) Stage-II A (Descriptive Type Examination) \*

One Hour (60 minutes) However, for Visually Handicapped Candidates Twenty (20 minutes) will be given extra as compensatory time.

\* Scribe will be provided on prior submission of request application with valid disability certificate.

### 1.3.3. Number of Papers

Stage- I : Paper I- Theory Examination

Stage-II: A. Paper II

B. Paper III

A. Paper I : Theory Examination- (Stage-I),

a. Type of Questions in Paper I:

Objective Type: Multiple Choice Questions (MCQs) of Single Response Type (One response out of four) (a) General Intelligence and Reasoning, (b) General Awareness, (c) Quantitative Aptitude and Ability, (d) English Language and Comprehension

b. Duration of Examination for Paper I:

Three hours (180 minutes)

c. Language of Paper I:

English or Hindi

d. Mode of Examination:

Computer Based Test

Questions will appear on the screen and answers are to be clicked with the help of a mouse only.

e. Division of Questions and Marks Distribution for Paper I:

MCQ of 200 questions of 200 marks (180 Minutes)

(i) General Intelligence and Reasoning (65 MCQs/65 marks)

(ii) Quantitative Aptitude and Ability (65 MCQs/65 marks)

(iii) General Awareness (30 MCQs/30 marks)

(iv) English and Hindi Language and Comprehension (40 MCQs/40 marks)

f. Syllabus for Paper I:

The syllabus will be in accordance with education qualification and experience as mentioned in the advertisement.

g. Marks for Paper I:

Each MCQ shall carry One mark for every correct answer

There is a Negative Marking of 1/3 marks for each incorrect / wrong answer.

h. Qualifying Marks

Total Marks: 200 marks (Two Hundred marks).

(a) Candidates will have to score a total of 50% for General, 45% for OBC and 40% for SC/ST to qualify in the Theory Examination (Stage-I) to appear in Stage-II- A. Writing Skill Examination and Stage-II- B. Typing skill test.

(b) The candidates who will qualify in Stage-I and 10 times the numbers of posts in each category including tie cases will only be called for Skill Tests (Stage-II).

B. Paper II : A. Writing Skill Examination (Stage-II)

a. Type of Examination:

Descriptive Type Examination: Paper and Pen Examination

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- b. Duration of Examination for Paper I:  
One hour (60 minutes)
- c. Language of Paper II:  
English or Hindi
- d. Mode of Examination:  
Paper and Pen Examination  
Topics will appear on the screen but answers are to be written on the Answer sheet with the help of Pen. The Pen and Answer sheets will be provided by the AIIMS.
- e. Division of Questions and Marks Distribution for Paper II:  
There will be two types of segment: An Essay and another a letter writing.
- |                   |          |
|-------------------|----------|
| a. Essay          | 20 Marks |
| b. Letter writing | 10 Marks |
| Total             | 30 Marks |
- f. Syllabus for Paper II:  
The topics will be for an Essay and a Letter writing on general issues related to the society, nation or world.
- g. Qualifying criteria for Paper II:  
The qualifying criteria is 40% in writing skill Examination.  
Total Marks: 30. Each candidate has to secure minimum 12 or more marks the Examination (40% and above). This mark will not be added to stage I marks to determine merit.

C. Paper III: B. Typing Skill Test (Stage-II)

- a. Nature of Examination  
Qualifying Examination only.  
The Accuracy of Typing will be used for resolving ties.
- b. Mode of Examination  
Candidates will be evaluated for their typing proficiency in the computer  
The text for typing will be provided in the language chosen by the candidate
- c. Language of Examination: English or Hindi  
Candidates can choose either English or Hindi for the test.  
(I) For the English Test conventional QWERTY Computer Keyboard will be provided.  
(II) For the Hindi Test candidates are required to familiarize themselves with Kruthi Dev Font/Mangal on the conventional English QWERTY Keyboard/Inscript Key Board respectively. There is no provision for any other type of keyboard or font for this test.
- d. Qualifying Speed for Typing Test  
Qualifying Speed for English Typewriting test for 5-minute test: 35 w.p.m. on Computer.
- Or
- Qualifying Speed for Hindi Typewriting for 5-minute test: 30 w.p.m. on Computer.

e. Calculation of Speed

Actual words in print being of unequal length. It is necessary to apply a uniform yardstick in counting words and calculating errors

(i) Calculation of words

The standard measure is: 5 strokes / characters make one word. To determine the words typed, therefore, the number of strokes typed by the candidate will be divided by 5.

(ii) Nature of errors / mistakes

(a) Full mistakes:

Omission of every word or figure

Substitution of every wrong word / figure

Addition of every wrong word / figure not found in the passage

(b) Half mistakes:

Spacing errors: Where no space or extra space is provided between two words or figures

Spelling errors: Repetition or addition or transposition or omission or substitution of a letter / letters

Wrong capitalization: Wrong use of capital letters for small case letters or use of small case letters for capital letters [Not applicable for Hindi typing]

(iii) Penalty for errors / mistakes:

For each full mistake the penalty shall be 50 strokes / characters or 10 words (5 strokes = 1 word)

(iv) Method of Scoring

The Net Typing Speed and Accuracy shall be calculated for each candidate

(v) Gross Typing Speed:

Gross typing speed is calculated by the total number of strokes / characters typed per minute ignoring the mistake. Therefore, if you have typed 1200 strokes / characters in 5 minutes shall be Number of strokes / characters per minute =  $1200/5$  or 240 words. Since 5 strokes / characters = 1 word. Gross Typing Speed =  $240/5 = 48$  wpm

(vi) Calculation of errors:

Supposing in the above test you have made 2 Full mistakes and 10 half mistakes. The total mistakes =  $2 + 10/2 = 2 + 5 = 7$  mistakes

Since each mistake is equal to 50 strokes or 10 words:

Penalty = 350 strokes (7 X 50) or 70 words (7 X 10) in 5 minutes  
= 70 strokes (350/5) or 14 words (70/5) in 1 minute

(vii) Net Typing Speed:

Net Typing Speed = Gross Typing Speed – Penalty for errors / mistakes

In the above case

Net Typing Speed =  $48 - 14 = 34$  wpm

(viii) Accuracy

$$\text{Accuracy} = \frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$$

In the above case the Accuracy would thus be:

$$\text{Accuracy} = \frac{34}{48} \times 100 = 70.83\%$$

(f) Exemption from passing the typewriting test

For the physically handicapped person, these instructions provide for exemptions as under:

- (a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type the Medical Board attached to Special Employment Exchanges for Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.
- (b) The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing

Preparation of Merit List

- a. All those candidates who qualify in the Stage -II Paper-II A. Writing Skill Examination and Paper III- Typing Skill Test will be ranked according to the marks obtained in the Paper-I (Stage -I) Theory Examination.
- b. Tie cases (equal marks) will be resolved using.
  - a. Accuracy of Typing Skill Test [Candidates with higher accuracy will be placed above those with lower accuracy].
  - b. Marks in writing Skill test (Candidates with higher marks will be placed above those with lower marks)
  - c. In case ties are not resolved by Date of Birth shall be used (Candidates who are older / born earlier will be placed above candidates who are younger / born later)

Sd/-

ASSISTANT CONTROLLER(EXAMINATION)