



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
EXAMINATION SECTION  
ANSARI NAGAR, NEW DELHI – 110029

NOTICE No. 28 / 2019

Dated: 20<sup>th</sup> July, 2019

Scheme of Examination for the Limited Departmental Competitive Examinations for various posts at AIIMS, New Delhi to be held on Friday, the 9<sup>th</sup> August, 2019 are as under:

Sl. No.	Name of the Post	Date of Exam	Reporting Time	Scheme of Examination
1.	Private Secretary	9 <sup>th</sup> August, 2019 (Friday)	8:30 A.M.	<p>1. <b>Part-I</b> – A qualifying shorthand test in Hindi or in English @ <b>100 w.p.m. for 10 minutes.</b> <b>Transcription Time:</b> 40 minutes (English)/55 minutes (Hindi) only on Computers</p> <p>2. <b>Part-II</b> – Evaluation of ACRs of candidates who obtain such minimum qualifying marks in the written examination as may be fixed, for 20% of total marks.</p> <p>3. The following criteria will be used to determine the marks (out of 100) in the following manner: Part I: Skill test : max marks 80* Part II: ACR (20 marks)</p> <p>* Computation of marks from the Shorthand Skill Test: The shorthand is essentially marked in terms of % mistakes. A universal criteria of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be given 40% marks (usual qualifying marks in examinations) i.e. those who make 5% mistakes will be given 40% of 80 (32 marks). For every 1% less mistakes an additional 9.6 marks be added to 32 in such a manner that those who make 0% mistakes will be full marks (80).</p>
2.	Personal Assistant	9 <sup>th</sup> August, 2019 (Friday)	8:30 A.M.	<p>1. The select list of the eligible candidates shall be prepared by holding a stenographic test and evaluation of ACRs with the following weightage: 75%: For Stenographic test. 5%: For higher qualification (<b>5 marks</b> to those possessing a Degree and above. <b>2 marks</b> for those possessing 12<sup>th</sup> class or equivalent or a Diploma in Secretarial practice or equivalent) 20% : For ACRs</p> <p>2. <b>Shorthand test @ 120 w.p.m. for 7 minutes.</b> <b>Transcription Time:</b> 45 minutes (English)/ 60 minutes for (Hindi) respectively under the supervision of an expert agency, only on Computers.</p> <p>3. A select list containing names of successful candidates equivalent to the number of vacancies, shall be prepared in the order of merit based on the total marks obtained in the test for the qualifications and for ACR's as above subject to vigilance/ legal clearance and fitness for the posts.</p> <p>4. The following criteria will be used to determine the marks (out of 100) in the following manner: Part I: Skill Test: max marks 75* Part II: ACR (20 marks) Part III: Degree holder: 5 marks and 12<sup>th</sup> or Equivalent with Diploma: 2 marks</p> <p>* Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criteria of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be equated with 40% marks (usual qualifying marks in examination) i.e. those who make 5% mistakes will be given 40% of 75 (30 marks). For every 1% less mistakes an additional 9 marks be added to 30 in such a manner that those who make 0% mistake will be full marks (75).</p>
3.	Stenographer	9 <sup>th</sup> August, 2019 (Friday)	8:30 A.M.	<p>1. Stenographer test : English / Hindi @ <b>80 w.p.m. for 10 minutes</b> <b>Transcription Time:</b> 50 minutes (English)/65 minutes (Hindi) only on Computers</p> <p>2. The candidate (s) placed on the merit list should also be cleared by the DPC concerned before he/she is appointed to the post.</p> <p>3. The following criteria will be used to determine the marks (out of 100) in the following manner: Part I: Skill test: max marks 100*</p> <p>* Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criteria of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be equated with 40% marks (usual qualifying marks in examination) i.e. those who make 5% mistakes will be given 40% of 100 (40 marks). For every 1% less mistakes an additional 12 marks be added to 40 in such a manner that those who make 0% mistake will be full marks (100).</p>

**Important Note:**

1. The post-wise details of eligible candidates will be made available on AIIMS website [www.aiimsexams.org](http://www.aiimsexams.org) on 20/07/2019.
2. The Proforma for choice of Shorthand Test either in English or Hindi (with font name) will be downloaded from the AIIMS website [www.aiimsexams.org](http://www.aiimsexams.org) from 20<sup>th</sup> July, 2018 (Saturday). The said proforma will be submitted to Examination Section latest by 27<sup>th</sup> July, 2019 (Saturday) upto 1:00 PM failing which it will be presumed that the candidate has no specific choice/ option. Such candidates will have to appear in the Examination in the language as will be allotted by Examination Section.
3. The Admit cards will be downloaded from the AIIMS website [www.aiimsexams.org](http://www.aiimsexams.org) from 30/07/2019. 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.
4. The candidature of all selected candidates related to fulfillment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
5. All applicants are required to visit the website regularly as all subsequent Corrigendum/ Addendum/ Updates will only be uploaded on the website.

ASSISTANT CONTROLLER (EXAMINATIONS)