



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
EXAMINATION SECTION
ANSARI NAGAR, NEW DELHI – 110608
NOTICE No. 73 / 2017

Dated: 21st December, 2017

The Scheme of Typing Test for the post of Lower Division Clerk (LDC) at AIIMS, New Delhi to be tentatively held on Sunday, the 21st January, 2018 are as under:

- A. Mode of Examination: Candidates will be evaluated for their typing proficiency on the computer. The test for typing will be provided in the language chosen by the candidate.
- B. Language of Examination: English or Hindi
- C. Candidates can choose either English or Hindi for the test:
- For the English Test conventional QWERTY Computer Keyboard will be provided.
 - 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 the 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:
- 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.
 - 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]
 - Penalty for errors/ mistakes:** For each full mistake the penalty shall be 50 strokes/ characters or 10 words (5 strokes = 1 word)
 - Method of Scoring:** The Net Typing Speed and Accuracy shall be calculated for each candidate.
 - 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 stroke/ characters = 1 word. Gross Typing Speed = $240/5 = 48$ wpm.
 - 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.
 - Net Typing Speed:**
Net Typing Speed = Gross Typing Speed – Penalty for errors/ mistakes
In the above case Net Typing Speed = $48 - 14 = 34$ wpm
 - Accuracy:**
$$\text{Accuracy} = \frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$$

In the above case the Accuracy word thus be: Accuracy = $\frac{34}{48} \times 100 = 70.83\%$

Important Note:

- The eligible list of the candidates will be made available on AIIMS website www.aiimsexams.org on 23rd December, 2017. The Proforma for choice of Typing Test either in English or Hindi (with font name) will be received from Recruitment Cell. However, it can also be downloaded from the AIIMS website www.aiimsexams.org from 23rd December, 2017.
- The Proforma will be submitted to the Examination Section latest by 5th January, 2018 (Friday) 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.
- The Admit Card of the eligible candidates will be available on the website www.aiimsexams.org by login with candidate ID & Date of Birth from 12th January, 2018

ASSISTANT CONTROLLER (EXAMINATIONS)