



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
EXAMINATION SECTION
ANSARI NAGAR, NEW DELHI – 110029
NOTICE No. 55 / 2018**

Dated: 28/07/2018

**SCHEME OF EXAMINATION FOR THE POST OF PRIVATE SECRETARY AND STENOGRAPHER
(DEPARTMENTAL) AT AIIMS, NEW DELHI**

This is in reference to Note No.F.2-01/2018-Estt.(RCT) dated 04.06.2018 for the post of Private Secretary and Stenographer (Departmental) at AIIMS, New Delhi are as under:

Sl. No.	Name of the Post	Date of Exam	Reporting Time	Scheme of Examination										
1.	Private Secretary	1 st September, 2018 (Saturday)	8:30 A.M.	<p>1. Part-I – A qualifying shorthand test in Hindi or in English @ 100 w.p.m. for 10 minutes.</p> <p>Transcription Time: 40 minutes (English)/55 minutes (Hindi) only on Computers</p> <p>2. Part-II – 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:</p> <p>Part I: Skill test : max marks 80*</p> <p>Part II: ACR (20 marks). The awards of marks will be in the following manner:</p> <table><tr><td>I. Outstanding</td><td>- 4.0</td></tr><tr><td>II. Very Good</td><td>- 3.0</td></tr><tr><td>III. Good</td><td>- 2.0</td></tr><tr><td>IV. Average</td><td>- 0.0</td></tr><tr><td>V. Below Average</td><td>- 0.0</td></tr></table> <p style="text-align: center;">Maximum of 20 marks for last 5 years of ACR's.</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>	I. Outstanding	- 4.0	II. Very Good	- 3.0	III. Good	- 2.0	IV. Average	- 0.0	V. Below Average	- 0.0
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3.	Stenographer	1 st September, 2018 (Saturday)	8:30 A.M.	<p>1. Stenographic test (English / Hindi @ 80 w.p.m. for 10 minutes</p> <p>Transcription Time: 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:</p> <p>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 on **28/07/2018**.
2. The Admit cards will be downloaded from the AIIMS website www.aiimsexams.org from **17/08/2018**. 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.
3. 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 from **10th August, 2018 (Friday)**. **The said proforma will be submitted to Examination Section latest by 16th August, 2018 (Thursday) upto 5:00 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.**
4. The candidature of all selected candidates related to fulfilment 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.