



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110608
EXAMINATION SECTION
NOTICE No.: 138 /2022

Dated: 22/09/2022

**SCHEME OF EXAMINATION FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF
JUNIOR ADMINISTRATIVE ASSISTANT (ERSTWHILE LDC) AT AIIMS, NEW DELHI**

This is in reference to Note No.F. 9-20/2014-Estt.(RCT) dated 04.08.2022 for the post of Junior Administrative Assistant [Erstwhile LDC] on Compassionate Ground/absorbed under core Research cadre (Departmental) at AIIMS, New Delhi are as under:

Name & Number of Post	Junior Administrative Assistant (Erstwhile LDC)
Date of uploading Admit Card	14th October, 2022 (Friday)
Date of Exam	22nd October, 2022 (Saturday)
Timing of Examination	10:00 AM Onwards
Language of Exam	English or Hindi
Scheme of Examination	<p>A. Candidates can choose either English or Hindi for the test:</p> <p>i) For the English Test conventional QWERTY Computer Keyboard will be provided.</p> <p>ii) For the Hindi Test candidates are required to familiarize themselves with 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.</p> <p>B. Qualifying Speed for Typing Test:</p> <p>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.</p> <p>C. 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:</p> <p>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.</p> <p>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]</p> <p>iii) Penalty for errors/ mistakes: For each full mistake the penalty shall be 50 strokes/ characters or 10 words (5 strokes = 1 word)</p> <p>iv) Method of Scoring: The Net Typing Speed and Accuracy shall be calculated for each candidate.</p> <p>i) 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.</p> <p>v) 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 (7×50) or 70 words (7×10) in 5 minutes = 70 strokes ($350/5$) or 14 words ($70/5$) in 1 minute.</p> <p>vi) Net Typing Speed: Net Typing Speed = Gross Typing Speed – Penalty for errors/ mistakes In the above case Net Typing Speed = $48 - 14 = 34$ wpm</p> <p>vii) Accuracy: Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$ In the above case the Accuracy word thus be Accuracy = $\frac{34}{48} \times 100 = 70.83\%$</p>

Important Note:

- The candidates are advised to download their Admit Cards from website www.aiimsexamas.ac.in. 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.
- The candidature of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
- All applicants are required to visit the website regularly as all subsequent Corrigendum/ Addendum/ Updates will only be uploaded on the website.