NOTICE NO:86/2023

F.No./ **41-1/2023/Exam.Sec/Steno(Stage-II)**   Dated: 29.04.20230

Stage-II Skill Test Examinations for the post of Stenographer

This refers to advertisement No. 1-28/2021-Estt- I(RCT) dated 10.11.2022 published by Recruitment Cell in the newspapers on dated 14.11.2022 as well as uploaded on the Institute website www.aiims.edu and AIIMS website www.aiimsexams.ac.in on 19.11.2022 for filling up of various Group 'A' (Non-Faculty), 'B' & 'C' posts at AIIMS, New Delhi/ NCI Jhajjar, Haryana.

The CBT Examination for the said post was conducted on 28.03.2023 and accordingly the result of CBT Examination was declared vide Result Notification no.52/2023 dated 16.04.2023. The important details related to Skill Test (Stenographic Test) for the said post are as under:

1.	Date of Skill Test (Stage-II) (Writing Skill examination in pen paper mode)	**18th May, 2023 (Thursday)**
2.	Date of Skill Test (Stage-II) (Stenographic Test: English / Hindi)	**20th May, 2023 (Saturday) & 21st May, 2023 (Sunday)**
3.	Stage-II : Skill Test (Stenographic Test: English / Hindi)	**100 Marks***
4.	Nature of Examinations	Both are Qualifying only
5.	Date of uploading of Admit Card of Stage-II	**12th May, 2023 (Friday)**
6.	City of Examination (Skill Test)	Delhi
7.	Timing & Venue of Examination	Will be announced in the admit card of Stage-II

8.	Details of Descriptive Type paper A	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
		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.

9.	Stenographic Test (Dictation) (English / Hindi)	@80 w.p.m. for 10 minutes
10.	Transcription Time	50 minutes (English) only on computers ; For English transcription: QWERTY computer keyboard will be provided.
		65 minutes (Hindi) only on computers **For Hindi : Krunthi Dev Font/ Mangal. There is no provision for any other type of keyboard or fond for this test.**

Note:
* Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criterion 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).

11.	Preparation of Merit List	Final Merit List will be based upon Stage-I CBT Examination provided the candidate be qualified in Stage-II i.e. Skill Test (Stenographic test)
12.	Resolution of Tie Cases	In cases where more than one candidate secures equal MARKS, tie will be resolved (i) Accuracy in Stenographic test [candidates with higher accuracy will be placed above those with lower accuracy]. ii) In case ties are not resolved, date of birth shall be used [candidates who are older / born earlier will be placed above candidates who are younger / born later].

Important Note:
1. Candidate is required to bring the following on the day of Skill Test –II Examination –Admit Card of CBT examination held on 28.03.2023 &   Admit card of Skill Test Examination (Stage-II) which will be uploaded on the website on¬12th May, 2023 (Friday)
2. The candidates are advised to download their Admit Cards from website www.aiimsexams.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.
2. The original documents of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
3. All applicants are required to visit the website regularly as all subsequent Corrigendum /Addendum / Updates will only be uploaded on the Website.

Sd/-
ASSISTANT CONTROLLER (EXAMINATION)