Dated:14/2/2023

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

With reference to office memorandum vide No.F.2-20/2019-Estt(RCT) dated 27.12.2022 related to circulars issued by Recruitment cell on 21.05.2018 & 20.07.2020 for the post of Junior Administrative Assistant (erstwhile Lower Division Clerk) under the mode of 20% by Departmental Competitive Examination at AIIMS, New Delhi. The scheme and other important dates for the said post is as under:-

Name & Number of Post	**Junior Administrative Assistant (Erstwhile LDC)** **31 (UR-27, SC-01, ST-02, ST-PWBD-LV-01)**
Date of uploading Admit Card	**2nd March, 2023 (Thursday)**
Date of Theory Exam (Stage-I)	**12th March, 2023 (Sunday)**
Language of Exam	**English / Hindi**
Duration of Exam (Stage-I)	$2^{1/2}$ hrs. (150 minutes)
Timings of Examination	*Will be announced in the admit card*
Scheme & Syllabus of Examination	**The Examination consists of 2 stages (Stage 1 & Stage 2):-** i) **Stage-I** consists of two parts: **Part-I**:- MCQ based questions - **100 MCQs of one mark each of duration 90 minutes (1 ½ hrs.)** General Intelligence and Reasoning, General Awareness, Quantitative Aptitude and Ability, English and Hindi Language and Comprehension , Basics of computer **Part-II**:- Writing Skill Examination in paper and pen mode of **30 marks of duration 60 minutes (1 hr.)** Essay and a Letter writing on general issues related to the society, nation or world or current issue. **The qualifying marks for Part-I & Part-II will be 40% consolidated to appear in the skill test.** **Stage-II** :- Skill Test (Typing) for those who qualify in the Stage-I examination.
Qualifying Marks for (Stage-I) Examination	➤ There will be negative marking of 1/3 marks for each wrong answer in **Part-I** i.e. MCQs ➤ **The qualifying marks for Part-I & Part-II will be 40% consolidated** ➤ If a candidate does not score a minimum of 40% in Part-I & II combined, he/she shall not be eligible for the skill (Typing) Test.
Resolution of Tie Cases (Stage-I)	In cases where more than one candidate secures equal MARKS, tie will be resolved: 1) First by using date of birth with older candidates placed higher. 2) If not resolved by (1), the number of wrong answers/ negative marks will be used wherein those with less wrong answers/ negative marks will be placed higher.

Contd…..

Skill (Typing Test) Stage-II	Qualifying only

	A. Candidates can choose either English or Hindi for the test:
	  i) For the English Test conventional QWERTY Computer Keyboard will be provided.
	  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.
	
	B. 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.
	
	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:
	  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.
	  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]
	  iii) Penalty for errors/ mistakes: For each full mistake the penalty shall be 50 strokes/ characters or 10 words (5 strokes = 1 word)
	  iv) Method of Scoring: The Net Typing Speed and Accuracy shall be calculated for each candidate.
	    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 stoke/ characters = 1 word. Gross Typing Speed = 240/5 = 48 wpm.
	  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 X 50) or 70 words (7 X 10) in 5 minutes
	         = 70 strokes (350/5) or 14 words (70/5) in 1 minute.
	  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
	  vii) Accuracy:
	    Accuracy = $\dfrac{\text{Net Typing Speed}}{\text{Gross Typing Speed}}$ X 100
	In the above case the Accuracy word thus be Accuracy= $\dfrac{34}{48}$ X 100 = 70.83%

Preparation of Final Merit list	All those candidates who qualify in the Skill (Typing Test) will be ranked according to the marks obtained in the Theory paper.
Resolution of Tie cases	i) Accuracy of Typing Test(candidates with higher accuracy will be placed above those with lower accuracy) **ii)** In case ties are not resolved by (i) 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. 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 candidature of all selected candidates related to fulfillment 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)