	ALL INDIA INSTITUTE OF MEDICAL SCIENCES ANSARI NAGAR, NEW DELHI- 110608 EXAMINATION SECTION
	NOTICE FOR RECRUITMENT EXAMINATION

F. .No.42-1/2023/Exam.Sec/Group-A-B &C   **Dated: 11.06.2023**

NOTICE NO: 114/2023

SCHEME OF EXAMINATION FOR THE POST OF JUNIOR ADMINISTRATIVE ASSISTANT FOR AIIMS, NEW DELHI/ JHAJJAR, HARYANA

Reference to advertisement vides F.No. 1-04/2023-Estt- I (RCT) dated 21.04.2022 published by Recruitment Cell in the newspapers as well as uploaded on the Institute website www.aiims.edu and AIIMS website www.aiimsexams.ac.in on 24.04.2023 for filling up of various Group 'A' (Non-Faculty), 'B' & 'C' posts at AIIMS, New Delhi. The Scheme of Recruitment Examination for the said post including important dates & information for the post of Junior Administrative Assistant for **AIIMS** New Delhi/ Jhajjar Haryana are as under:-

1.	Name of Post	**JUNIOR ADMINISTRATIVE ASSISTANT**
	No. of posts	**48** **(19UR*,5 EWS**, 7SC, 4ST, & 13OBC)** **{*I-UR post is earmarked for PWBD-HH}** ****1-EWS post is earmarked for PWBD-ASD, MI, MD**
	Date of uploading of admit card	**17.06.2023**
	Date of online CBT Examination	**24.06.2023 (Shift-II)**
	Medium for Examination	Hindi/English
	Timings of Examination	**Will be announced in the admit card**
	Duration of Examination	**1.5 hrs. (90 minutes)**

1.1. Overview of Scheme of Examination:

   (i) The Examination and Evaluation will be in two Stages.

   (ii) Stage I: Theory Examination with minimum qualifying marks for eligibility to appear in the Stage II Examinations.

   (iii) Stage II : **A.** Writing Skill Examination in paper and pen mode.

        Stage II: **B.** Typing Skill test (English or Hindi) on Computer.

   (iv) Final Merit List will be based upon Stage-I Theory Examination provided the candidate be qualified in Stage II both the Skill examinations.

1.2. Language of Examination

   English or Hindi for Theory, Descriptive type and Typing Examinations

   Candidates can choose either one of the languages.

   Candidates can answer the theory papers in one language and take the typing test in another language

1.3. Theory Examination

   1.3.1. Nature of Examination

       This will be an eligibility examination for appearing in Stage II and for preparing merit list.

   1.3.2. Duration of Examination:

       (a) Stage-I (Theory Examination) *

       One and half hours (90 minutes).

       (b) Stage-II A (Descriptive Type Examination) *

       One Hour (60 minutes)

   1.3.3. Number of Papers

       Stage- I : Paper I- Theory Examination

Stage-II: **A. Paper II**
            B. Paper III

A.   **Paper I** : **Theory Examination- (Stage-I),**

    a. Type of Questions in Paper I:
      Objective Type: Multiple Choice Questions (MCQs) of Single Response Type (One response out of four) **(a)General Intelligence and Reasoning, (b) General Awareness, (c) Quantitative Aptitude and Ability, (d) English Language and Comprehension**

    b. Duration of Examination for Paper I:
      one and a half hours (90 minutes)

    c. Language of Paper I:
      English or Hindi

    d. Mode of Examination:
      Computer Based Test
      Questions will appear on the screen and answers are to be clicked with the help of a mouse only.

    e. Division of Questions and Marks Distribution for Paper I:
      MCQ of 100 questions of 100 marks (90 Minutes)

          (i)   General Intelligence and Reasoning (25 MCQs/25 marks)
          (ii)   Quantitative Aptitude and Ability (25 MCQs/25 marks)
          (iii)   General Awareness (25 MCQs/25 marks)
          (iv)   English and Hindi Language and Comprehension (25 MCQs/25 marks)

    f. **Syllabus for Paper I:**
      The syllabus will be in accordance with education qualification and experience as mentioned in the advertisement.

    g. Marks for Paper I:
      Each MCQ shall carry One mark for every correct answer
      There is a Negative Marking of 1/3 marks for each incorrect / wrong answer.

    h. Qualifying Marks
      Total Marks: 100 marks (One Hundred marks).
      (a) Candidates will have to score a total of **50% for General** to qualify in the Theory Examination (Stage-I) to appear in **Stage-II- A. Writing Skill Examination and Stage-II- B. Typing skill test.**

B. **Paper II** : **A. Writing Skill Examination (Stage-II)**
        a. Type of Examination:
          Descriptive Type Examination: Paper and Pen Examination

        b. Duration of Examination for Paper I:
          One hour (60 minutes)

        c. Language of Paper II:
          English or Hindi

        d. Mode of Examination: **Paper and Pen Examination**
          Topics will be provided or will appear on the screen but answers are to be written on the Answer sheet with the help of Pen. The Pen and Answer sheets will be provided by the AIIMS.

        e. Division of Questions and Marks Distribution for Paper II:
        There will be two types of segment: An Essay and letter writing.

a. Essay	20 Marks
b. Letter writing	10 Marks
Total	30 Marks

        f. **Syllabus for Paper II:**
        The topics will be for an Essay and a Letter writing on general issues related to the society, nation or world.

        g. Qualifying criteria for Paper II:
        The qualifying criterion 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 but must have to qualify.

C.   **Paper II: B. Typing Skill Test (Stage-II)**

a.   Nature of Examination
Qualifying Examination only.
The Accuracy of Typing will be used for resolving ties.

b.   Mode of Examination
Candidates will be evaluated for their typing proficiency in the computer
The text for typing will be provided in the language chosen by the candidate

c.   Language of Examination: English or Hindi

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 M*angal* 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 English Typewriting test for 5-minute test:
35 w.p.m. on Computer.
<center>**Or**</center>
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
(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

(v) **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 5 strokes / characters = 1 word. Gross Typing Speed = 240/5= 48 wpm*

(vi) 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

(vii) Net Typing Speed:
Net Typing Speed= Gross Typing Speed – Penalty for errors / mistakes
In the above case
Net Typing Speed= 48-14= 34 wpm

(viii) Accuracy
Accuracy = Net Typing Speed X100
Gross Typing Speed
In the above case the Accuracy would thus be:
Accuracy= 34 X100=70.83%
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Preparation of Merit List:-

    a. All those candidates who qualify in the Writing Skill Examination and Typing Skill Test will be ranked according to the marks obtained in the Paper-I (Stage -I) Theory Examination.

    b. Tie cases (equal marks) will be resolved using.
        a. Accuracy of Typing Skill Test [Candidates with higher accuracy will be placed above those with lower accuracy].
        b. Marks in writing Skill test (Candidates with higher marks will be placed above those with lower marks)
        c. In case ties are not resolved by 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 CBT Examination will be conducted in Delhi / NCR only.
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.
3. As per practice, the Online (CBT) mode Recruitment Examination of the above mentioned post will be conducted without pre-examination screening of the applications of the candidate with regard to their eligibility. Hence, the candidatate will be allowed **PROVISIONALLY** to appear in the Online (CBT) Recruitment Examination.
4. However, the original documents of all selected candidates related to fulfilment of eligibility criteria, experience etc. (*as mentioned in the advertisement*) will be verified by the Recruitment Cell before final appointment.
    5. All applicants are required to visit the website www.aiimsexams.ac.in regularly as all subsequent Corrigendum /Addendum / Updates will only be uploaded on the website.

Sd/-
Assistant Controller (Examination