



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

NOTICE FOR RECRUITMENT EXAMINATIONS

F. .No.41-1/2023/Exam.Sec/Group-A-B&C /(JAA)

Dated: 28.01.2023

NOTICE NO: 32/2023

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

Reference to advertisement vide F.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. 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	<u>JUNIOR ADMINISTRATIVE ASSISTANT</u>
	No. of posts	40 (15UR*,5 EWS, 4ST&16OBC**) {*I-UR post is earmarked for PWBD-LV **1-OBCpostis earmarked for PWBD-ASD, MI,MD
	Date of uploading of admit card	20.02.2023
	Date of online CBT Examination	25.02.2023 (Shift-1)
	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:

- The Examination and Evaluation will be in two Stages.
- Stage I: Theory Examination with minimum qualifying marks for eligibility to appear in the Stage II Examinations.
- Stage II : **A.** Writing Skill Examination in paper and pen mode.
Stage II: **B.** Typing Skill test (English or Hindi) on Computer.
- 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 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 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 another a 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 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.

C. Paper III: 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 *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.

d. Qualifying Speed for Typing Test

Qualifying Speed for 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.

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 = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$

In the above case the Accuracy would thus be:

Accuracy= $\frac{34 \times 100}{48} = 70.83\%$

Preparation of Merit List:-

- a. All those candidates who qualify in the Stage -II Paper-II A. Writing Skill Examination and Paper III- 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 candidate 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)