



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 /(STENO)

Dated: 28.01.2023

NOTICE NO: 28/2023

SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER AT AIIMS, NEW DELHI, NCI 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 **Stenographer** for AIIMS New Delhi/ NCI Jhajjar, Haryana are as under:-

Name of the Post	Stenographer
No. of Posts	14 (7-UR*,4-SC..&3-0BC) (*2-UR posts are earmarked for PWD-ASD, MI, MD •• I-SC post is earmarked for PWBD-OL, BL, Dw, AAV,LC(OL,BL)
Date of Uploading of Admit Card	20.02.2023
Date of Online (CBT) Recruitment Examination	26.02.2023 (Shift-1)
Timing of Examination	Will be announced in the Admit Card
Duration of Examination	1.5 hrs. (90 minutes)
Scheme of Examination	<p>1.1. Overview of Scheme of Examination:</p> <p>(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. Stenographic (skill Test) –Qualifying (Conducted only for those who qualified the Stage- I) (iv) Final Merit List will be based upon Stage-I Theory Examination provided the candidate be qualified in Stage II both the Skill examinations.</p> <p>1.2. Language of Examination English or Hindi for Theory, Descriptive type and Typing Examinations <i>Candidates can choose either of the languages.</i> <i>Candidates can answer the theory papers in one language and take the typing test in another language</i></p> <p>1.3. Theory Examination</p> <p>1.3.1. Nature of Examination This will be an eligibility examination for appearing in Stage II and for preparing merit list.</p> <p>1.3.2. Duration of Examination:</p> <p>(a) Stage-I (Theory Examination) * One and half hours (90 minutes). (b) Stage-II A (Descriptive Type Examination) * One Hour (60 minutes)</p> <p>1.3.3. Number of Papers Stage- I : Paper I- Theory Examination Stage-II: A. Paper II B. Paper III</p> <p>A. Paper I : Theory Examination- (Stage-I),</p> <p>a. Type of Questions in Paper I: Objective Type: Multiple Choice Questions (MCQs) of Single Response Type (One response out of four)</p> <p>(a)General Intelligence and Reasoning, (b) General Awareness, (c) Quantitative Aptitude and Ability, (d) English Language and Comprehension</p> <p>b. Duration of Examination for Paper I: one and a half hours (90 minutes)</p> <p>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.</p>

	<p>e. Division of Questions and Marks Distribution for Paper I: MCQ of 100 questions of 100 marks (90 Minutes)</p> <p>(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)</p> <p>f. Syllabus for Paper I: The syllabus will be in accordance with education qualification and experience as mentioned in the advertisement.</p> <p>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.</p> <p>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.</p> <p>B. <u>Paper II</u> : A. Writing Skill Examination (Stage-II)</p> <p>a. Type of Examination: Descriptive Type Examination: Paper and Pen Examination</p> <p>b. Duration of Examination for Paper I: One hour (60 minutes)</p> <p>c. Language of Paper II: English or Hindi</p> <p>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.</p> <p>e. Division of Questions and Marks Distribution for Paper II: There will be two types of segment: An Essay and another a letter writing.</p> <p>a. Essay 20 Marks b. Letter writing 10 Marks Total 30 Marks</p> <p>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.</p> <p>g. Qualifying criteria for Paper II: The qualifying criteria is 40% in writing skill Examination. Total Marks: 30.</p> <p>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.</p> <p>STAGE-II:- Skill Test (Stenographic Test: English / Hindi)</p> <p>a. Nature of Examination: Qualifying Examination only b. Dictation: 10 mts @ 80 W.P.M. c. Transcription Time: 50 mts (English) / 65 mts (Hindi) (only on computers) d. For the English transcription : QWERTY Computer keyboard will be provided. e. For Hindi : Kruthi Dev Font/ Mangal . There is no provision for any other type of keyboard or font for this test.</p> <p>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).</p>
Medium for Examination	Hindi/English
Syllabus of CBT Examination	The syllabus will be in accordance with education qualification and

	experience as mentioned in the advertisement.
Preparation of Merit List	Final Merit List will be based upon Stage-1 CBT Examination provided the candidate be qualified in Stage-II i.e. Skill Test (Stenographic test)
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].
<p>Important Note:</p> <ol style="list-style-type: none"> The candidates are advised to download their Admit Cards from website www.aiimsexams.org. 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. 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. However, 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. The city for examination will be allocated on the basis of order of application form, candidates choice and availability of computer nodes. <p>Decision of AIIMS, New Delhi in this regard will be final and no further correspondence will be entertained in this regard.</p> <ol style="list-style-type: none"> 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)	