



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
परीक्षा अनुभाग
EXAMINATION SECTION
NOTICE NO. 56/2024

F.No.AIIMS/Exam.Sec/35-16/24/PS

Dated: 24.05.2024

Scheme of Examination for the post of Private Secretary under 50% mode by Limited Departmental Competitive Examination (LDCE) at AIIMS, New Delhi

Name of the post	Private Secretary
Date of uploading of Admit card	12 th June, 2024
Date of Skill Test	22nd June, 2024 (Saturday)
Timings of Examination	Will be announced in the admit card
Scheme of Examination	<p>1. Part-I:- A qualifying shorthand test in Hindi or in English at 100 w.p.m. Transcription Time: 40 minutes (English) 55 minutes (Hindi) only on Computers</p> <p>2. Part-II:- Evaluation of ACRs of candidates who obtain such minimum qualifying marks in the written examination as may be fixed, for 20% of total marks.</p> <p>3. The following criteria will be used to determine the marks (out of 100) in the following manner:- Part-I : Skill Test: Max marks 80* Part-II :- ACR : 20 marks</p> <p>*Computation of marks for the Shorthand Skill Test: The shorthand is essentially marked in terms of % mistakes. A universal criteria 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 given 40% marks (usual qualifying marks in examinations) i.e. those who make 5% mistakes will be given 40% of 80 (32 marks). For every 1% less mistakes an additional 9.6 marks be added to 32 in such a manner that those who make 0% mistakes will be full marks (80).</p>

Important Note:-

- The list of eligible candidates will be made available on AIIMS website www.aiimsexams.ac.in in due course of time.
 - The Proforma for choice of Shorthand Test either in English or Hindi will be downloaded from the AIIMS website www.aiimsexams.ac.in. **The said proforma will be submitted to Examination Section latest by 5th June, 2024 (Wednesday) upto 5:00 PM failing which it will be presumed that the candidate has no specific choice/ option. Such candidates will have to appear in the Examination in the language as will be allotted by Examination Section.**
 - 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.
 - The candidature of all selected candidates related to fulfillment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
- 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 (Examinations)