



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110608

EXAMINATION SECTION

NOTICE No.: 117 /2021

Dated: 09/08/2021

SCHEME OF EXAMINATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE)  
FOR SKILL TEST FOR THE POST OF PERSONAL ASSISTANT AT AIIMS, NEW DELHI

This is in reference to note No.F. 2-26/2020-Estt.(RCT) dated 09.10.2020 & 07.08.2021 for the post of Personal Assistant at AIIMS, New Delhi are as under:

Name & Number of Post	Personal Assistant 09 (UR)
Date of uploading Admit Card	25 <sup>th</sup> August, 2021 (Wednesday)
Date of Exam	4 <sup>th</sup> September, 2021 (Saturday)
Timing of Examination	10:00 AM Onwards
Language of Skill Test	English or Hindi
Scheme of Examination	<p>1. The select list of the eligible candidates shall be prepared by holding a stenographic test and evaluation of ACRs with the following weightage: 75%: For Stenographic test. 5%: For higher qualification (<b>5 marks</b> to those possessing a Degree and above. <b>2 marks</b> for those possessing 12<sup>th</sup> class or equivalent or a Diploma in Secretarial practice or equivalent) 20% : For ACRs</p> <p>2. <b>Shorthand test @ 120 w.p.m. for 7 minutes.</b> <b>Transcription Time:</b> 45 minutes (English)/ 60 minutes for (Hindi) respectively under the supervision of an expert agency, only on Computers.</p> <p>3. A select list containing names of successful candidates equivalent to the number of vacancies, shall be prepared in the order of merit based on the total marks obtained in the test for the qualifications and for ACR's as above subject to vigilance/ legal clearance and fitness for the posts.</p> <p>4. The following criteria will be used to determine the marks (out of 100) in the following manner: Part I: Skill Test: max marks 75* Part II: ACR (20 marks) Part III: Degree holder: 5 marks and 12<sup>th</sup> or Equivalent with Diploma: 2 marks</p> <p>* Computation of marks from the Shorthand is essentially marked in terms of 0% 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 equated with 40% marks (usual qualifying marks in examination) i.e. those who make 5% mistakes will be given 40% of 75 (30 marks). For every 1% less mistakes an additional 9 marks be added to 30 in such a manner that those who make 0% mistake will be full marks (75).</p>
Resolution of Tie Cases	<p>In cases where more than one candidate secures equal MARKS, tie will be resolved:</p> <ol style="list-style-type: none"><li>1) First by using date of birth with older candidates placed higher.</li><li>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.</li></ol>

**Important Note:**

1. The candidates are advised to download their Admit Cards from website [www.aiimsexamas.ac.in](http://www.aiimsexamas.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 fulfilment 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.

ASSISTANT CONTROLLER OF EXAMINATION