



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110608  
EXAMINATION SECTION  
NOTICE No.: 199 /2020**

**Dated: 01/12/2020**

**SCHEME OF EXAMINATION FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF  
JUNIOR ADMINISTRATIVE ASSISTANT (ERSTWHILE LDC) AT AIIMS, NEW DELHI**

This is in reference to Note No.F. 9-20/2014-Estt.(RCT) dated 05.11.2020 for the post of Junior Administrative Assistant [Erstwhile LDC] on Compassionate Ground/absorbed under core Research cadre (Departmental) at AIIMS, New Delhi are as under:

<b>Name &amp; Number of Post</b>	<b>Junior Administrative Assistant (Erstwhile LDC)</b>
<b>Date of uploading Admit Card</b>	<b>16<sup>th</sup> December, 2020 (Wednesday)</b>
<b>Date of Exam</b>	<b>23rd December, 2020 (Wednesday) [Evening Shift]</b>
<b>Timing of Examination</b>	<b>02:00 PM Onwards</b>
<b>Language of Exam</b>	<b>English or Hindi</b>
<b>Scheme of Examination</b>	<p><b>A. Candidates can choose either English or Hindi for the test:</b></p> <p>i) For the English Test conventional QWERTY Computer Keyboard will be provided.</p> <p>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.</p> <p><b>B. Qualifying Speed for Typing Test:</b> Qualifying Speed for the 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.</p> <p><b>C. Calculation of Speed:</b> Actual words in print being of unequal length. It is necessary to apply a uniform yardstick in counting words and calculating errors:</p> <p>i) <b>Calculation of words:</b> 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.</p> <p>ii) <b>Nature of errors / mistakes:</b> 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]</p> <p>iii) <b>Penalty for errors/ mistakes:</b> For each full mistake the penalty shall be 50 strokes/ characters or 10 words ( 5 strokes = 1 word)</p> <p>iv) <b>Method of Scoring:</b> The Net Typing Speed and Accuracy shall be calculated for each candidate.</p> <p>i) <b>Gross Typing Speed:</b> 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 = <math>1200/5</math> or 240 words. Since stroke/ characters = 1 word. Gross Typing Speed = <math>240/5 = 48</math> wpm.</p> <p>v) <b>Calculation of errors:</b> Supposing in the above test you have made 2 Full mistakes and 10 half mistakes. The total mistakes = <math>2 + 10/2 = 2+5 = 7</math> mistakes. Since each mistake is equal to 50 strokes or 10 words: Penalty = 350 strokes (<math>7 \times 50</math>) or 70 words (<math>7 \times 10</math>) in 5 minutes = 70 strokes (<math>350/5</math>) or 14 words (<math>70/5</math>) in 1 minute.</p> <p>vi) <b>Net Typing Speed:</b> Net Typing Speed = Gross Typing Speed – Penalty for errors/ mistakes In the above case Net Typing Speed = <math>48 - 14 = 34</math> wpm</p> <p>vii) <b>Accuracy:</b> Accuracy = <math>\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100</math> In the above case the Accuracy word thus be: Accuracy = <math>\frac{34}{48} \times 100 = 70.83\%</math></p>

**Important Note:**

- The candidates are advised to download their Admit Cards from website [www.aiimsexamas.org](http://www.aiimsexamas.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.
- The candidature of all selected candidates related to fulfilment 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.