



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

NOTICE FOR RECRUITMENT EXAMINATIONS

NOTICE NO: 41/2022

F. .No./AIIMS/Exam.Sec/34-91/21/(Steno-AIIMS Jammu)

Dated: 15.02.2022

**SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER FOR AIIMS,
VIJAYPUR, JAMMU**

Reference to advertisement vide F.No.9-238/2021-Estt(RCT) published by Recruitment Cell in the newspapers as well as uploaded on the Institute website www.aiims.edu and AIIMS website www.aiimsexams.ac.in for filling up of various Group 'B' & 'C' posts at AIIMS, Vijaypur, Jammu. The Scheme of Recruitment Examination for the said posts including important dates & information for the post of **Stenographer** for AIIMS Vijaypur, Jammu are as under:-

Name of the Post	Stenographer
No. of Posts	Total= 01 (01-UR)
Date of uploading of admit card	16.02.2022 (Wednesday)
Date of Online (CBT) Recruitment Examination	23.02. 2022 (Wednesday)
Timings of Examination	Will be announced in the admit card
Duration of Examination	3 hrs. (180 minutes)
Scheme of Examination	<p>The Examination and Evaluation will be in <u>two</u> stages:-</p> <p>A. Stage-I: CBT Examination- 200 marks</p> <p>B. Stage-II: Stenographic (skill Test) –Qualifying (Conducted only for those who qualified the Stage- I)</p> <p>A. <u>STAGE-I:</u> CBT Examination with minimum qualifying marks for eligibility to appear in Stage-II Examination.</p> <ul style="list-style-type: none">➤ 200 MCQs of 200 marks with four alternatives for each question:- (30 MCQ- Related to Aptitude / General Knowledge / Awareness; 170 MCQs- Related to Subject)➤ There will be negative marking of 1/3 marks for each wrong answer.➤ The qualifying marks in CBT Examination (Stage-I) to appear in Stage-II will be as follows: - 50% for UR <p>B. <u>STAGE-II:- Skill Test (Stenographic Test: English / Hindi)</u></p> <ul style="list-style-type: none">a. Nature of Examination: Qualifying Examination onlyb. 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 : Candidates are required to familiarize themselves with Mangal on the conventional English QWERTY keyboard / Inscript keyboard respectively. There is no provision for any other type of keyboard or font for this test. <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>
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-I 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].

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