



अखिल भारतीय आयुर्विज्ञान संस्थान, अंसारी नगर, नई दिल्ली-110029
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, ANSARI NAGAR, NEW DELHI-110029

परीक्षा अनुभाग
EXAMINATION SECTION

Notice No. 54 / 2025

F.No.AIIMS/Exams.Sec./35-19/25/JAA(LDCE)

Dated:10.03.2025

Scheme of Examination for Recruitment to the post of Junior Administrative Assistant (Erstwhile LDC) under the mode of 20% by Limited Departmental Competitive Examination at AIIMS, New Delhi

With reference to office circular No. 2-18/2024-Estt(RCT) dated 12.07.2024 issued by Recruitment Cell for promotion to the post of Junior Administrative Assistant (Erstwhile LDC) under the mode of 20% by Limited Departmental Competitive Examination at AIIMS, New Delhi. The scheme, syllabus and schedule of Examination is as under:-

Name & Number of Post	Junior Administrative Assistant (Erstwhile LDC) 36(30-UR, 03-SC & 03-ST)																		
Date of uploading Admit Card	18 th March, 2025 (Tuesday)																		
Date of Stage-I Examination (Pen/Paper mode)	22 nd March, 2025 (Saturday)																		
Language of Exam	English / Hindi (Bilingual)																		
Duration of Exam (Stage-I)	2 1/2 hrs. (150 minutes)																		
Timings of Examination	<i>Will be announced in the admit card</i>																		
Scheme & Syllabus of Examination	The Examination consists of 2 stages (Stage-I & Stage-II):- i) Stage-I consists of two parts: <table border="1"><tr><td>Part-I</td><td>MCQ based questions (Pen/paper mode)</td><td>100 MCQs of one mark each</td><td>Duration : 90 minutes (1 1/2 hrs.)</td></tr><tr><td colspan="4">General Intelligence and Reasoning, General Awareness, Quantitative Aptitude and Ability, English and Hindi Language and Comprehension, Basics of computer</td></tr><tr><td>Part-II</td><td>Writing Skill Examination in paper and pen mode</td><td>30 marks</td><td>Duration : 60 minutes (1 hr.)</td></tr><tr><td colspan="4">Essay and a Letter writing on general issues related to the society, nation or world or current issue.</td></tr></table> The qualifying marks for Part-I & Part-II will be 40% consolidated to appear in the skill test. ii) Stage-II :- Skill Test (Typing) for those who qualify in the Stage-I examination.			Part-I	MCQ based questions (Pen/paper mode)	100 MCQs of one mark each	Duration : 90 minutes (1 1/2 hrs.)	General Intelligence and Reasoning, General Awareness, Quantitative Aptitude and Ability, English and Hindi Language and Comprehension, Basics of computer				Part-II	Writing Skill Examination in paper and pen mode	30 marks	Duration : 60 minutes (1 hr.)	Essay and a Letter writing on general issues related to the society, nation or world or current issue.			
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Part-II	Writing Skill Examination in paper and pen mode	30 marks	Duration : 60 minutes (1 hr.)																
Essay and a Letter writing on general issues related to the society, nation or world or current issue.																			
Date of Skill Test (Stage-II)	➤ Date of Skill Test will be announced later																		
Qualifying Marks for (Stage-I) Examination	➤ There will be negative marking of 1/3 marks for each wrong answer in Part-I i.e. MCQs based ➤ The qualifying marks for Part-I & Part-II will be 40% consolidated ➤ If a candidate does not score a minimum of 40% in Part-I & II combined, he/she shall not be eligible for the skill (Typing) Test.																		
Resolution of Tie Cases (Stage-I)	In cases where more than one candidate secures equal MARKS, tie will be resolved: 1) First by using date of birth with older candidates placed higher.																		

- 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.

Skill (Typing Test) Stage-II	Qualifying only
	<p>A. Candidates can choose either English or Hindi for the test:</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. Qualifying Speed for Typing Test: Qualifying Speed for the English Typewriting test for 5 - minutes 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>C. Calculation of Speed: 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) Calculation of words: 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) Nature of errors / mistakes: 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) Penalty for errors/ mistakes: For each full mistake the penalty shall be 50 strokes/ characters or 10 words (5 strokes = 1 word)</p> <p>iv) Method of Scoring: The Net Typing Speed and Accuracy shall be calculated for each candidate.</p> <p>i) Gross Typing Speed: 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 = 1200/5 or 240 words. Since stroke/ characters = 1 word. Gross Typing Speed = 240/5 = 48 wpm.</p> <p>v) Calculation of errors: Supposing in the above test you have made 2 Full mistakes and 10 half mistakes. The total mistakes = 2 + 10/2 = 2+5 = 7 mistakes. Since each mistake is equal to 50 strokes or 10 words: Penalty = 350 strokes (7 X 50) or 70 words (7 X 10) in 5 minutes = 70 strokes (350/5) or 14 words (70/5) in 1 minute.</p> <p>vi) Net Typing Speed: Net Typing Speed = Gross Typing Speed - Penalty for errors/ mistakes In the above case Net Typing Speed = 48 -14= 34 wpm</p> <p>vii) Accuracy: Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$ In the above case the Accuracy word thus be Accuracy= $\frac{34}{48} \times 100 = 70.83\%$</p>
Preparation of Final Merit list	All those candidates who qualify in the Skill (Typing Test) will be ranked according to the marks obtained in the Theory paper.
Resolution of Tie cases	<p>i) Accuracy of Typing Test(candidates with higher accuracy will be placed above those with lower accuracy)</p> <p>ii)</p> <p>iii) In case ties are not resolved by (i) 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:

1. 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.
2. The candidature of all selected candidates related to fulfillment 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.

Sd/-
Assistant Controller (Examination)