



# All India Institute of Medical Sciences

## Examination Section

Jodhpur – 342005

### EXAMINATION NOTICE FOR

### **Advertisement No: Admn/Estt/04/2018-AIIMS.JDH**

This is with reference to Recruitment of below mentioned post on DIRECT RECRUITMENT BASIS.

As there will be Computer Based Examination (CBT)/ Skill Test or both for recruitment of posts advertised in advertisement: Admn/Estt/04/2018-AIIMS.JDH dated 25.03.2019.

1. The Examination will be conducted in Jodhpur city.
2. No fresh applications are invited and the exam is only for the candidates who have already applied their applications.
3. Accordingly, schedule of the examinations process and other important dates are as under:-

S.No.	Post Name	CBT Exam Criteria	Skill Test Criteria
1.	<b>Stenographer</b>	Exam Done.  Skill Test Eligibility status list published on website.	Mock Dictation (Audio) - 2 minutes  Break - 15 minutes or suitable time for resolution of issues related to audio / dictation.  Actual Dictation (Audio) - 10 Minutes@80WPM
			Mock Transcription (Computer using Keyboard) - 10 Minutes  Break - 15 minutes or suitable time for resolution of issues related to keyboards / transcription.  Actual Transcription (Computer using Keyboard) - 50 Minutes English OR 65 Minutes Hindi.
2.	<b>Private Secretary</b>	200 MCQ Questions in 03hours. For scribe candidates 20 minutes extra per hour.	Mock Dictation (Audio) - 2 minutes  Break - 15 minutes or suitable time for resolution of issues related to audio / dictation.  Actual Dictation (Audio) - 07 Minutes@120WPM
			Mock Transcription (Computer using Keyboard) - 10 minutes  Break - 15 minutes or suitable time for resolution of issues related to keyboards / transcription.  Actual Transcription (Computer using Keyboard) - 45 Minutes English OR 60 Minutes Hindi.
3.	<b>Personal Assistant</b>	200 MCQ Questions in 03hours. For scribe candidates 20 minutes extra per hour.	Mock Dictation (Audio) - 2 minutes  Break - 15 minutes or suitable time for resolution of issues related to audio / dictation.  Actual Dictation (Audio) - 10 Minutes@100WPM
			Mock Transcription (Computer using Keyboard) - 10 minutes  Break - 15 minutes or suitable time for resolution of issues related to keyboards / transcription.  Actual Transcription (Computer using Keyboard) - 40 Minutes English OR 55 Minutes Hindi.
4.	<b>PACS Administrator (Technical Officer Photography)</b>	200 MCQ Questions in 03hours. For scribe candidates 20 minutes extra per hour.	Not Applicable.



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## Examination Schedule:-

Downloading of Admit Card		15 days prior to Exam date.	
Exam Date	Reporting Time	Examination Shift	Post Name – Exam Name
26th Feb, 2022	07:30 AM	Morning Shift	Stenographer – Skill Test
27th Feb, 2022	07:30 AM	Morning Shift	Personal Assistant - CBT Exam
	01:30 PM	Evening Shift	Personal Assistant - Skill Test
28th Feb, 2022	07:30 AM	Morning Shift	PACS Administrator – CBT Exam
			Private Secretary – CBT Exam
	01:30 PM	Evening Shift	Private Secretary – Skill Test
Scheme of Examination	<b>CBT Examination:-</b> <ol style="list-style-type: none"><li>200 MCQs of 200 marks with four alternatives for each question.</li><li>In MCQ Exam, There will be negative marking of 0.25 marks for each wrong answer.</li><li>The qualifying marks for Recruitment Examination will be 40% for UR / EWS, 35% for OBC, 30% for SC/ ST and PwD.</li></ol> <b>Skill Test:-</b> <ol style="list-style-type: none"><li>Skill Test is qualifying in nature only.</li><li>Stenography skill test will be mandatory for all the candidates including PwBD candidates. No PwBD candidate will be allowed facility of scribe. However, the eligible PwBD candidates will be allowed compensatory time only (as per DOPT).</li><li>For Hindi translation - Key Board Layout as chosen during application by the candidates (Remington gail or inscript). No change in keyboard layout during skill test.</li></ol> <b>Calculation of Errors</b> <b>A) Evaluation Procedure (Nature of Mistakes) for Shorthand &amp; Transcription</b> <ol style="list-style-type: none"><li><b>FULL MISTAKES:</b> The following mistakes are treated as full mistakes:-<ol style="list-style-type: none"><li>Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.</li><li>Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.</li><li>Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.</li></ol></li><li><b>HALF MISTAKES:</b> The following are treated as half mistakes:-<ol style="list-style-type: none"><li>Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.</li><li>Using singular or plural noun and vice versa.</li><li>Use of small letter at the beginning of the sentence.</li></ol></li></ol>		



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	<p><b>Note</b></p> <p>a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.</p> <p>b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon, honourable and hon.- all these will be treated as correct.</p> <p>c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.</p> <p>d) The above guidelines will be valid for Hindi Skill Test also.</p> <p>e) Method of calculation of mistakes in Skill Test:- Percentage of Errors = <math>\frac{(\text{Full Mistake} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}</math></p> <p><b>B) <u>Admissible error limits for SC/ST/OBC/PwBD candidates.</u></b></p> <p>i. 7% for SC/ST/OBC/PwBD categories.</p> <p>ii. 5% for rest of categories.</p>
<b>Syllabus of Examination</b>	<b>Already Published on Institute Website.</b>
<b>Resolution of Tie Cases</b>	<p>(i) First by using date of birth with older candidates placed higher.</p> <p>(ii) If not resolved by (i), or in cases with same marks and same date of birth: number of wrong answers / negative marks will be used wherein those with less wrong answers / negative marks will be placed higher.</p>

**Note:** Candidates who have filled **MULTIPLE APPLICATION forms for one post** with same or little different details will be allowed to sit only once against only one of the application form which was filled most recent. Previous filled duplicate forms can be cancelled without any information. Candidates are advised to assure that they should download admit card and appear for the examination only using their latest application. Any candidate found with multiple admit cards for one post or using any unfair practise will be disqualified from the examination before the admission to venue or even at any stage of examination. Appropriate legal action can be taken against them by the competent authority.

All candidates are advised to download their admit cards from website [www.aiimsjodhpur.edu.in](http://www.aiimsjodhpur.edu.in). Only website generated Admit Cards will be treated as authentic and permissible to appear in the said Examination. **No admit cards will be sent by post.** Any candidate(s) can contact on below mentioned email address for any query. All applicants are required to visit the AIIMS website [www.aiimsjodhpur.edu.in](http://www.aiimsjodhpur.edu.in) regularly as all subsequent corrigendum / Addendum / Updates will only be uploaded on the above mentioned website only.

**Note:** Due to Covid-19 pandemic, all candidates have to follow all guidelines and social distancing norms.

For problems related to login & grievances:-

**Mail to:** - [aiimsj2019rec2@gmail.com](mailto:aiimsj2019rec2@gmail.com)

**Mock Link** - For Examination: See AIIMS Jodhpur Website

SD/-

**Controller of Examinations**  
**AIIMS Jodhpur**