ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI- 110029
EXAMINATION SECTION

Notice No. 17/2025

SCHEME OF SKILL TEST

F. No. CCRE-AIIMS/2024/Non-Faculty(Group 'B&C')/42   **Dated: 10.02.2025**

In continuation of advertisement Notice No. 171/2025 dt. 07.01.2025 (and subsequent Notices/Corrigendum's/Addendums published on the AIIMS website www.aiimsexams.ac.in for filling up of various group 'B' & 'C' posts at various participating AIIMS and Central Government Institutes/bodies) Clause (8) of Section VIII: Pattern/Scheme/Syllabus of Examination, where it was mentioned at note that details of skill test wherever required will be published later.

Accordingly, details of skill test for following will be applicable as described in this notice.

List of Group code where skill test is applicable: -

Sl. No.	Group Code	Group Name	Pg. No. of this Notice
1	**2**	Assistant(NS)/Assistant Administrative Officer/Executive Assistant (N.S)/Junior Administrative Officer/Office Assistant(NS)	1
2	**3**	Data Entry Operator Grade A/Junior Administrative Assistant/Lower Division Clerk/Senior Administrative Assistant/UDC/Upper Division Clerk	3
3	**17**	Junior Medical Record Officer/Medical Record Officer	8
4	**26**	Mechanic (AC&R)/Mechanic (Air conditioning & Refrigeration)	12
5	**39**	Assistant Security Officer	13
6	**40**	Fire Technician/Security-cum Fire Assistant/Security-cum Fire Jamadar	14
7	**42**	Junior Hindi Translator/Senior Hindi Officer	17
8	**50**	Programmer	18
9	**52**	Junior Scale Steno(Hindi)/Personal Assistant/PA to Principal(S)/Private Secretary/Stenographer/Stenographer Grade-III	19
10	**64**	Coding Clerk/Medical Record Technicians/Medical Record Technicians/Medical Record Assistant	23

(1) Group Code : 2. Assistant(NS)/Assistant Administrative Officer/Executive Assistant (N.S)/Junior Administrative Officer/Office Assistant(NS)

Skill Test (Stage-II): Only for those who qualify in Stage-I
- **Nature of Examination:**
  This will be a Computer based Skill Test Examination. Skill test will be conducted in CBT mode where candidates have to type answer in Computer using keyboard.
- **Language and Mode of Examination:**
  English & Computer based Test.
- **Duration of Examination:**
  1hour (60 minutes)

- **Description of Examination and Marks for Computer Skill Test:**
  The questions will be based on Practical Scenario based on syllabus provided in the qualification published for CBT examination. The computer based skill test will be of 50 marks and distribution of marks will be as follows:

2 questions from **Noting & Drafting:**	**30 marks**
2 questions from **Precise Writing:**	**20 marks**

Qualifying Marks for Stage-II: The candidate will have to score a minimum of 17 marks.

Resolution of Tie Cases:

In cases where more than one candidate secures equal MARKS, tie will be resolved;

i. First by marks in domain specific part with candidate with higher marks will be placed higher in merit;

ii. If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;

iii. If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;

iv. If not resolved by (i), (ii) & (iii), the marks in skill test with candidate with higher marks will be placed higher in merit;

v. If not resolved by (i), (ii), (iii) & (iv) by using date of birth with older candidates placed higher.

(2) Group Code : 3. Data Entry Operator Grade A/Junior Administrative Assistant/Lower Division Clerk/Senior Administrative Assistant/UDC/Upper Division Clerk

Skill Test Norms as per Essential Qualification:
1. **Data Entry Operator Grade A**
   Should possess a speed of not less than 2000 key depressions per 15 minute (8000 key depressions per hour)
2. **Junior Administrative Assistant/Lower Division Clerk**
   Qualifying Speed for English Typewriting test for 15-minute test:
   35 w.p.m. on Computer.
   <center>Or</center>
   Qualifying Speed for Hindi Typewriting for 15-minute test:
     30 w.p.m. on Computer.

3. **Senior Administrative Assistant/UDC/Upper Division Clerk**

   Qualifying Speed for English Typewriting test for 15-minute test:
   35 w.p.m. on Computer.
   <center>Or</center>
   Qualifying Speed for Hindi Typewriting for 15-minute test:
     30 w.p.m. on Computer.

Skill Test (Stage-II): Only for those who qualify in Stage-I. Skill test will be conducted in two parts which is as follows:

A. **Part A: Writing Skill Test (Mandatory for all post in the Group)**
   a. **Type of Examination:**
      Descriptive Type Examination
   b. **Duration of Examination:**
      One Hour (60 Minutes)
   c. **Mode of Examination: Computer Based Test**
      Topics will appear on the screen and answers are to be typed through Keyboard.
   d. **Language of Paper:**
      English or Hindi
   e. **Division of Questions and Marks Distribution:**
      There will be two types of segment: An Essay and another a letter writing.
      i.   Essay   20 Marks
      ii.   Letter Writing   10 Marks
          Total   **30 Marks**
   f. **Syllabus of Examination:**
      The topics will be for an Essay and a Letter writing on general issues related to the society, nation or world.
   g. **Qualifying Criteria:**
      Each candidate has to secure minimum 10 marks.

B. **Part B: Typing Skill Test**
   a. **Nature of Examination**
      Qualifying Examination only.

   b. **Mode of Examination**
      Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable.
      The text for typing will be provided in the language chosen by the candidate

c. Language of Examination:
English or Hindi (For Data Entry Operator Grade A post, the language will only be English only.)

Candidates can choose either English or Hindi for the test.
  I. For the English Test conventional QWERTY Computer Keyboard will be provided.
 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.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING/DATA ENTRY SPEED TEST (DEST) [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage).
Errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under:

I. NATURE OF MISTAKES :

(1) FULL MISTAKES : The following errors will be marked as Full Mistakes:

  (a) Omission of every word/figure. **[e.g.** 'Online Advertising is an art' typed as 'Online Advertising is art']. [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']

  (b) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjoined group of letters/punctuation marks/number(s)/signs/characters etc.). **[e.g.** 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' &L D? "%].[उदाहरण– 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिंकिन काल/प'न्द जे;क गिर्द :"%']।

  (c) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful' (addition); 'I shall shall be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा' को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

  (d) Spelling Errors : Every spelling error committed by way of repetition/addition/transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spellinng'(repetition); 'spellings' (addition); 'seplling' (transposition); 'splling' (omission); 'smelling' (substitution) etc.]
  [Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards**]**
  [उदाहरण–'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।
  [नोट : अलग-अलग हिंदी फ़ॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण– 'गद्यांश' या 'गद्यांश']।

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(2) HALF MISTAKES : The following errors will be marked as Half Mistakes :

(a) Spacing Errors : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. [e.g. 'helpful. I hope' typed as 'helpful. Ihope,'(concatenation); 'helpful.I hope,'(concatenation); 'helpful. I hope'(extra spacing)].
[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer]
[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता , कि'; या 'ऐसा नहीं होता,कि']।

(b) Punctuation Errors : Every punctuation error committed by way of repetition/addition/ omission/substitution. [e.g. 'I hope,' typed as 'I hope,,'(repetition); 'I, hope,'(addition); 'I hope'(omission); 'I hope.'(substitution) etc.]
[Note : Even single space after full stop is allowed]
[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

(c) Paragraphic Errors : In case of dissimilarity from the Master/Test Passage, every error of –
(i) Inclusion/non-inclusion of a paragraph;
(ii) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;
(iii) Non-inclusion of space or inclusion of extra space between paragraphs.

(d) Wrong Capitalization : Wrong use of capital letter for small letter and vice versa.
[Note : This does not apply to Hindi Typewriting Scripts]

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. [e.g. 'hope' typed as 'Ho pa' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake]. उदाहरण – 'अतिरिक्त' को 'अति रित' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी।

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. [e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डेस्ट' में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए]।

II. QUALIFYING STANDARDS :

The Qualifying Standard required is 35/30 w.p.m. or 12,000/8,000 as applicable.

III. COUNTING/CALCULATION OF MISTAKES & PENALTY :

(1) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.
[Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5]
(2) Standard Average Word length taken as 5 strokes.
(3) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV.   CALCULATION OF SPEED:

For example, of a 10 minutes Typing Test/DEST, the calculation will be:

TYPING TEST (in w.p.m.)	DATA ENTRY SPEED TEST (DEST) (in KDPH)
$\dfrac{\text{Total No. of Strokes - Penalty}}{50}$	$\dfrac{\text{Total No. of Strokes – Penalty}}{10} \times 60$
e.g. $\dfrac{3{,}000 - 1{,}000}{50} = \dfrac{2{,}000}{50} = 40$ w.p.m.	e.g. $\dfrac{3{,}000 - 1{,}000}{10} \times 60 = \dfrac{2{,}000}{10} \times 60 = 200 \times 60 = 12{,}000$ kdph

V.   CALCULATION OF ACCURACY:

In case of need for checking accuracy, it shall be calculated as follows:

TYPING TEST (in w.p.m.)	DATA ENTRY SPEED TEST (DEST) (in KDPH)
Accuracy $= \dfrac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$	Accuracy $= \dfrac{\text{Net Data Entry Speed}}{\text{Gross Data Entry Speed}} \times 100$
e.g. Accuracy $= \dfrac{40}{50} \times 100 = 80\%$	e.g. Accuracy $= \dfrac{12{,}000}{15{,}000} \times 100 = 80\%$

Note:
- (i)   A single skill test examination will be conducted for all post in the group and qualification criteria will be applicable as per published eligibility.
- (ii)   A candidate has to qualify in both part of skill test as mentioned above. For Part A (written test), common qualifying criteria will be applicable. For Part B (typing test), qualifying criteria will be applicable as provided for the respective posts in the Group.
- (iii) Backspace key is allowed.

Resolution of Tie Cases: -

In cases where more than one candidate secures equal MARKS, tie will be resolved;

- i.   First by marks in domain specific part with candidate with higher marks will be placed higher in merit;
- ii.   If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;
- iii. If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;
- iv.   If not resolved by (i), (ii) & (iii), the marks in skill test with candidate with higher marks will be placed higher in merit;

v.	If not resolved by (i), (ii), (iii) & (iv) accuracy of Typing Skill Test (Candidates with higher accuracy will be placed above those with lower accuracy).
vi.	If not resolved by (i), (ii) ,(iii),(iv),(v) and (vi) above, by using First Name of candidate with First Alphabet will be placed higher.

(3) Group Code- 17. Junior Medical Record Officer/Medical Record Officer

Stage II: Typing Skill Test

a)   Nature of Examination
Qualifying Examination only.

b)   Mode of Examination
Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable
The text for typing will be provided in the language chosen by the candidate

c)   Language of Examination: English or Hindi

Candidates can choose either English or Hindi for the test.
I.   For the English Test conventional QWERTY Computer Keyboard will be provided.
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.

d)   Skill Test Norms
Qualifying Speed for English Typewriting test for 15-minute test:
35 w.p.m. on Computer.
<div align="center">Or</div>

Qualifying Speed for Hindi Typewriting for 15-minute test:
30 w.p.m. on Computer.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage).
Errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under:

I.   NATURE OF MISTAKES:

(1) UNDERLINE FULL MISTAKES: The following errors will be marked as Full Mistakes:

(a) Omission of every word/figure. **[e.g.** 'Online Advertising is an art' typed as 'Online Advertising is art']. [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']

(b) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjoined group of letters/punctuation marks/number(s)/signs/characters etc.). **[e.g.** 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' &L D? "%].[उदाहरण– 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिंकिन काल/प'न्द जे;क गिर्द :"%']।

(c) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful'

(addition); 'I shall <u>shall</u> be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा' को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

    (d) <u>Spelling Errors</u> : Every spelling error committed by way of repetition/addition/ transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spelli<u>n</u>ng'(repetition); 'spelling<u>s</u>' (addition); 's<u>ep</u>lling' (transposition); 's<u>p</u>lling' (omission); 's<u>m</u>elling' (substitution) etc.]

[Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards**]**

[उदाहरण–'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।

[नोट : अलग-अलग हिंदी फ़ॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण– 'गद्यांश' या 'गद्यांश']।

(2)   <u>HALF MISTAKES</u> : The following errors will be marked as Half Mistakes :

    (a) <u>Spacing Errors</u> : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. **[**e.g. 'helpful. I hope' typed as 'helpful. I<u>h</u>ope,'(concatenation); 'helpful.<u>I</u> hope,'(concatenation); 'helpful. I hope'(extra spacing)**]**.

[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer**]**

[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता , कि'; या 'ऐसा नहीं होता,कि']।

    (b) <u>Punctuation Errors</u> : Every punctuation error committed by way of repetition/addition/ omission/substitution. **[**e.g. 'I hope,' typed as 'I hope,<u>,</u>'(repetition); 'I<u>,</u> hope,'(addition); 'I hope'(omission); 'I hope<u>.</u>'(substitution) etc.**]**

[Note : Even single space after full stop is allowed**]**

[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

    (c) <u>Paragraphic Errors</u> : In case of dissimilarity from the Master/Test Passage, every error of –

      (i)   Inclusion/non-inclusion of a paragraph;

      (ii) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;

      (iii) Non-inclusion of space or inclusion of extra space between paragraphs.

    (d) <u>Wrong Capitalization</u> : Wrong use of capital letter for small letter and vice versa.

[Note : This does not apply to Hindi Typewriting Scripts**]**

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. **[**e.g. 'hope' typed as 'H<u>o pa</u>' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake**]**. उदाहरण – 'अतिरिक्त' को 'अति रित' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. **[**e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST

a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively**]**. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डेस्ट' में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए]।

II.   QUALIFYING STANDARDS:

The Qualifying Standard required is 35/30 w.p.m. as applicable and duration of test to be 15 minutes.

III.   COUNTING/CALCULATION OF MISTAKES & PENALTY:

(1) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.
[Note: <u>NO</u> rounding off to be done e.g. FM=4 & HM=7, then Total=7.5**]**
(2) Standard Average Word length taken as 5 strokes.
(3) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV.   CALCULATION OF SPEED:

For example, of a 10 minutes Typing Test, the calculation will be:

TYPING TEST (in w.p.m.)
$\dfrac{\text{Total No. of Strokes - Penalty}}{50}$
e.g. $\dfrac{3,000-1,000}{50} = \dfrac{2,000}{50} = 40$ w.p.m.

V.   CALCULATION OF ACCURACY:

In case of need for checking accuracy, it shall be calculated as follows:

TYPING TEST (in w.p.m.)
Accuracy $= \dfrac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$
e.g.   Accuracy $= \dfrac{40}{50} \times 100 = 80\%$

Note:
 (i)   A single skill test examination will be conducted for all post in the group and qualification criteria will be applicable as per published eligibility.
 (ii)   Backspace key is allowed.

Resolution of Tie Cases: -

In cases where more than one candidate secures equal MARKS, tie will be resolved;

 i.   First by marks in domain specific part with candidate with higher marks will be placed higher in merit;

ii. If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;

iii. If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;

iv. If not resolved by (i), (ii) & (iii) accuracy of Typing Skill Test (Candidates with higher accuracy will be placed above those with lower accuracy).

v. If not resolved by (i), (ii) ,(iii),(iv) and (v) above, by using First Name of candidate with First Alphabet will be placed higher.

(4) Group Code- 26. Mechanic (AC&R)/Mechanic (Air conditioning & Refrigeration)

Stage-II : Skill Test
Trade Test:-
1. Use of leak detector in testing leak
2. Soft soldering
3. Simple filling and fitting
4. Dismantle and assemble a water pump
5. Pump down a system upto 15 H.P.
6. Oiling and greasing
7. Charge oil and gas in a system upto H.P.

Dismantle and assemble a compress upto 5 H.P. Cut a compressor gasket of any type and size.

Note: The skill test will be applicable for only those posts in the Group where it is mentioned in the qualification as published.

Resolution of Tie Cases: -

As published in the Advertisement Notice No.171/2025.

(5) Group Code- 39. Assistant Security Officer

Stage-II: Physical Standards Test (PST)

(i)   Nature of Examination

This will be a qualifying eligibility Physical parameters for preparing merit list.

(ii)   Type of Examination

a.   Type of Test :

There will be qualifying physical measurement test to whom each candidate has to possess the physical standards

b.   Qualifying physical measurement :

The candidates who will qualify in Stage-II will only be eligible for considering in the merit list. The qualifying physical measurement are as follows:

For Male Candidates	For Female Candidates
a) Height: 170 cms. Minimum (Relaxable by 5 cms only for residents of hill areas)	**a) Height: 157 cms. Minimum** (Relaxable by 2 cms only for residents of hill areas)
b) Chest: 80 cms minimum (76 cms. only for residents of hill areas). Minimum 5 cms expansion is required from Normal chest measurement for all.	**b) Not required**
c) Should possess sound health free from defect/deformity/disease	**c)** Should possess sound health free from defect/deformity/disease
d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness	**d)** Vision in both eyes should be 6/12 (without glasses). There should be no color blindness
Major Hill areas- Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Kashmire Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim).	

Resolution of Tie Cases: -

As published in the Advertisement Notice No.171/2025.

(6) Group Code- 40. Fire Technician/Security-cum Fire Assistant/Security-cum Fire Jamadar

Overview of Scheme of Examination:
The Examination and Evaluation will be in two stages-
  (i)   **Stage-II:** Physical Standards Test (PST) with minimum qualifying physical eligibility parameters to appear in the Stage-III Examination.
  (ii) **Stage-III:** Physical Efficiency Test (PET) with marks of minimum qualifying physical fitness parameters.

1. **Stage-II: Physical Standards Test (PST)**

    (i)   Nature of Examination

        This will be a qualifying eligibility Physical test for appearing in Stage-III and if qualify then for preparing the merit list.

    (ii)   Type of Examination

        a. Type of Test:

        There will be qualifying physical measurement test to whom each candidate has to possess the physical standards

        b. Qualifying physical measurement:
        The candidates who will qualify in Stage-II will only be called for Stage-III Tests. The qualifying physical measurement for Stage-II are as follows:

For Male Candidates	For Female Candidates
a) Height: 167 cms. Minimum (Relaxable by 5 cms only for residents of hill areas)	**a) Height: 157 cms. Minimum** (Relaxable by 2 cms only for residents of hill areas)
b) Chest: 80 cms minimum (76 cms. only for residents of hill areas). Minimum 5 cms expansion is required from Normal chest measurement for all.	**b) Not required**
c) Should possess sound health free from defect/deformity/disease	**c)** Should possess sound health free from defect/deformity/disease
d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness	**d)** Vision in both eyes should be 6/12 (without glasses). There should be no color blindness
Major Hill areas- Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Kashmire Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim).	

To qualify physical Standard test(PST) a candidate has to pass in all of the criteria.

2. **Stage-III: Physical Efficiency Test (PET)**

    (i)   Nature of Examination

        This will be marks based qualifying Physical efficiency test.

    (ii)   Type of Examination

        a. Type of Test :

        There will be qualifying physical efficiency test of 50 marks to whom each

candidate has to qualify individually by securing minimum 25 marks (50% of the total marks).

b. Qualifying physical efficiency:
The candidates who will qualify in Stage-II will only be called for Stage-III Tests. The qualifying physical efficiency parameters are as follows:

a) **Total qualifying marks will be 25 i.e. 50% of the total marks.**
b) **A candidate, who is not able to attain the minimum standards for any item, will be given zero marks for that.**

Demonstrations, wherever required, will be shown.

Activity	Marks	For Male Candidates	For Female Candidates
Long Jump	Maximum 10 Marks 3 Marks to attain the minimum standards. After that up to 10 marks, 1 mark for every successive 15 cms.	Minimum 3.3 Meters Maximum Chance: Three.	Minimum 2.6 meters Maximum Chance: Three
High Jump	Maximum 10 Marks 5 Marks to attain the minimum standards. After that for every 5 cms, 1 marks will be added up to 10 marks	Minimum 1.2 meter Maximum of 2 chance at each level.	Minimum 0.9 meter Maximum of 2 chance at each level.
Sprint	Maximum 10 marks 04 Marks to attain the minimum standards. After that every half second less time taken, will get 1 marks extra up to maximum of 10 marks	100 meters Sprint in 14 seconds.	100 meters Sprint in 16 seconds
Race	Maximum 10 Marks 10 Seconds will get 5 marks. For every 10 seconds less time taken, will get 1 mark extra up to maximum of 10 marks for 2 minutes 20 seconds.	792 Meters Race in 3 Minutes and 10 Sec	792 Meters Race in 4 Minutes

Obstacles and Pull-ups	Maximum 10 marks	Two obstacles to be kept involving i) Climbing a wall of 2.4 meters, (4 marks -3 minutes) ii) Vaulting single handed a horizontal bar at 1.05 meters – (3 Marks- 3 minutes) iii) 4 Pull ups on a beam of 2.25 meters from the ground (3 Marks–3 minutes)	Two obstacles to be kept involving i) Climbing a wall of 1.8 meters, (4 marks -3 minutes) ii) Vaulting single handed a horizontal bar at .75 meters – (3 Marks- 3 minutes) iii) 4 Pull ups on a beam of 2.00 meters from the ground (3 Marks–3 minutes)

Preparation of Merit List:-

a. All those candidates who will qualify in Stage-I Theory Examination will only be called for Stage-II Physical Standards Test(PST) and all those candidates who will qualify in Stage-II test will be called for Stage-III Physical Efficiency Test(PET). Those candidates who will secure 25 or more marks(50% of total marks) will be considered to qualify for PET.

b. The merit will be prepared according to the marks obtained in the Stage-I Theory Examination and Stage-III Physical Efficiency Test(PET). The stage II test will only be qualifying examination.

Resolution of Tie Cases: -

In cases where more than one candidate secures equal MARKS, tie will be resolved;

i. First by marks in domain specific part with candidate with higher marks will be placed higher in merit;

ii. If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;

iii. If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;

iv. If not resolved by (i), (ii) & (iii) above, by using marks in Physical Efficiency Test(PET) [Candidates with higher marks will be placed higher in merit];

v. If not resolved by (i), (ii), (iii) and (iv) above, by using First Name of candidate with First Alphabet will be placed higher.

(7) Group Code- 42. Junior Hindi Translator/Senior Hindi Officer

(Stage-II): Only for those who qualify in Stage-I

- **Nature of Examination:**
  This will be a Written Test Examination.
- **Language and Mode of Written Examination:** Written test will be conducted in both l a n g u a g e s i . e . Hindi and English language. Pen and Paper mode.
- **Duration of Examination:** 1½ hours(90 minutes)

- **Description of Examination and Marks for Written Test:**
  The Written test will be of **100** marks and distribution of marks will be as follows:

Hindi to English Translation:	**15 marks**
English to Hindi Translation:	**15 marks**
Letter Writing (Hindi):	**10 marks**
Letter Writing (English):	**10marks**
Essay Writing (Hindi)(200 words):	**20 marks**
Essay Writing (English)(200 words):	**20 marks**
Medical Terminology English to Hindi:	**5 marks**
Medical Terminology Hindi to English:	**5 marks**

Qualifying Marks for Written Test (Stage-II): The candidate will have to score a minimum of 33 marks

Resolution of Tie Cases: -

As published in the Advertisement Notice No.171/2025.

(8) Group Code- 50. Programmer

Skill Test (Stage-II): Only for those who qualify in Stage-I
- **Duration of Examination:** 1 ½ hour (90 minutes)

- **Description of Examination and Marks for Computer Skill Test:**
  The test will be of **50** marks and distribution of marks will be as follows:
  1. **Questions related to writing programming codes – 30 Marks**
  a) 2 questions (each of 15 marks)
  b) Code is required to be written in one of the programming language from C/C++/Java/Python, without using any special libraries/header files.
  c) Code is to be written in Notepad. Any special libraries/header files.
  2. **Questions related to writing SQL queries-20 Marks**
  a) 2 questions (each of 10 marks)
  b) SQL query is to be written in Notepad. Any specific SQL engine/DBMS will not be provided.

Qualifying Marks in Stage-II: The candidate will have to score minimum of 17 marks.

Resolution of Tie Cases: -

As published in the Advertisement Notice No.171/2025.

(9) Group Code- 52. Junior Scale Steno(Hindi)/Personal Assistant/PA to Principal(S)/Private Secretary/Stenographer/Stenographer Grade-III

Skill Test Norms as per Essential Qualification:

1. **Stenographer**
    Skill test:- (Dictation) (English / Hindi) @80 w.p.m. for 10 minutes
    Transcription Time : 50 minutes (English) only on computers;
    65 minutes (Hindi) only on computers

2. **Personal Assistant**
    Skill test:- (Dictation) (English / Hindi) @100 w.p.m. for 10 minutes
    Transcription Time : 40 minutes (English) only on computers;
    55 minutes (Hindi) only on computers

3. **Private Secretary**

    Skill test:- (Dictation) (English / Hindi) @120 w.p.m. for 7 minutes
    Transcription Time : 45 minutes (English) only on computers;
    60 minutes (Hindi) only on computers

4. **Junior Scale Steno(Hindi)**

    Skill test:- (Dictation) (Hindi) @64 w.p.m. for 8 minutes
    Transcription Time : 52 minutes (Hindi) only on computers

(Stage-II): Only for those who qualify in Stage-I

> **For English transcription:** QWERTY computer keyboard will be provided.
> **For Hindi :** Mangal. There is no provision for any other type of keyboard or font for this test.

EVALUATION CRITERIA - STENOGRAPHY/SHORTHAND TEST [ENGLISH/HINDI] – NATURE OF MISTAKES

I. **FULL MISTAKES** : The following mistakes are treated as full mistakes :-

    (a) <u>Omission</u> of every word or a figure that occurs there in the dictated passage.

    (b) <u>Substitution</u> of every word or figure not occurring there in the dictated passage.
    [Note : substitution of words with numerals or vice-versa in case of a figure or financial terms **is allowed** e.g. '20,000 tonnes' typed as 'Twenty Thousand tonnes' or vice-versa, 'Rs. One Thousand' substituted as 'Rs. 1000/-' or vice-versa, **but not allowed** in case of years e.g. '1950' written as 'Nineteen Fifty' or 'Nineteen Hundred Fifty'**]**.
    उदाहरण - ' 20,000 टन' को 'बीस हजार टन' या इसके विपरीत; एक हज़ार रूपए को 1,000 रूपए/रु. 1,000 या इसके विपरीत; **परन्तु** वर्षों के मामले में ऐसे करने की **अनुमति नहीं है** (उदा. - '1950' को 'उन्नीस सौ पचास')

    (c) <u>Addition/Repetition</u> of every word or figure not occurring in the dictated passage.

    [Note : In case of a group of words or figures omitted/substituted (replaced)/added/repeated, number of mistakes will be equal to actually spoken number of words/numbers/numerals**]**.

II. **HALF MISTAKES** : The following are treated as half mistakes :-

(a) <u>Wrong Spellings/Mis-spelling/Spelling Errors</u> **[Note :** In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards**]:**

   (i) Mis-spelling due to Omission/addition/substitution/transposition of letter(s) in a word <u>unless that leads to</u> becoming a meaningful word which is treated as a substitution mistake i.e.Full Mistake [e.g. 'want' typed as 'waant/wnt/waat/wnat' (mis-spelling - Half Mistake); but 'want' typed as 'want<u>s</u>'/'want<u>ed</u>'/'want<u>ing</u>' etc. (substitution – Full Mistake)].

   उदाहरण - 'अंतरराष्ट्रीय' को 'अंतराष्ट्रीय'; 'अत्यधिक' को 'अत्याधिक'; 'जागृत' को 'जाग्रत'; श्रीमती को श्रीमति (अशुद्ध वर्तनी - आधी गलती), परन्तु 'हैं' को 'है'; 'राजनितिक' को 'राजनीतिज्ञ' (प्रतिस्थापन - पूर्ण गलती)

   (ii) Mis-spelling of names of popular personalities/leaders/institutions/Govt. Bodies/Countries [e.g. 'Lok Sabha' typed as 'Lok Sab<u>ah</u>'; 'Dr. Rajendra Prasad' typed as 'Dr. Rajend<u>er</u> Prasad'; 'India' typed as 'Indi<u>ya</u>'].

   उदाहरण - 'लोकसभा' को 'लोकसबा'; 'डॉ. राजेंद्र प्रसाद' को 'डॉ. राजेंदर प्रसाद'; 'अमरीका' को 'अमेरिका'

   [Note 1 : <u>Repetition of the same spelling mistake is ignored if with similar spellings (viz. 'spelling' typed again as 'speling' but not ignored if typed as 'seplling'</u>
   Note 2 : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards**]**.

(b) <u>Joining/Disjoining</u> : Joining of two separate words or disjoining of a single compound word which is written as a single word [e.g. 'of course' typed as 'ofcourse'; 'in spite of' typed as 'inspite of'; 'grandparents' typed as 'grand parents'; 'within' typed as 'with in'].
   उदाहरण - 'महानगर' को 'महा नगर'; 'जलपान' को 'जल पान'; 'उच्च विचार' को 'उच्चविचार'; 'संसद सदस्य' को 'संसदसदस्य'

(c) <u>Transposition</u> of words (maximum two consecutive words at a place) in a sentence (i.e.. the transposed words are not marked as individual mistakes) [e.g. 'disconnected <u>from the</u> source' typed as 'disconnected <u>the from</u> source' are counted as one half mistake only]. उदाहरण - 'यद्यपि मैं ऐसा नहीं सोचता' को 'यद्यपि ऐसा मैं नहीं सोचता'

(d) <u>Punctuation Marks</u> : Omission or addition of 'Full Stop'/'Question Mark' (i.e. no other kind of punctuation mark viz. 'Comma' etc.). Also, substitution of 'Full Stop'/'Question Mark' with 'Comma' or vice versa.

(e) <u>Spacing</u> : Inclusion of space before punctuation marks or non-inclusion of space after punctuation marks viz. full-stop, comma etc. as per grammar rules. [e.g.'Therefore, it is' typed as 'Therefore , it is' or 'Therefore,it is'; 'Work has been done.' typed as 'Work has been done .']. उदाहरण - 'इसलिए, ऐसा है' को 'इसलिए , ऐसा है' या 'इसलिए,ऐसा है' <u>However, extra space(s) between two words or after punctuation marks is ignored if Right Justification is done in computer.</u>
   [Note : As an exception, even inclusion of space given before Purna-Viram or Prashn-Chinh is allowed in case of Hindi**]** उदाहरण - 'काम हो चुका है।' या 'काम हो चुका है ।', दोनों स्वीकार्य हैं।

(f) <u>Abbreviations</u> : Use of arbitrary and unfamiliar/non-standard abbreviations [e.g. 'R.B.' for 'Rashtrapati Bhawan'; 'thru' for 'through', 'hon'bly' for 'honourably', etc]. However, standard abbreviations are acceptable [e.g. 'Hon'ble/Hon./hon.' for 'Honourable', 'MP' for 'Member of Parliament', 'Prof.' for 'Professor' etc.]. उदाहरण के लिए -'राष्ट्रपति भवन' को 'रा. भ.'; या 'माननीय महोदय' को 'मा. महो.']। हालाँकि, मानक <u>लघुरूप</u> स्वीकार्य हैं [उदाहरण के लिए -'डॉक्टर' को 'डॉ.'

(g) <u>Non-Capitalization</u> : Use of small for capital letters **(Not applicable in Hindi Language)** :
  (i)   At the beginning of a sentence (where a full stop exists in the master/test passage) and also in case of a full stop mistakenly added by candidate;
  (ii)   Proper nouns (i.e. specific names of an individual/person, country, place, designation);
  (iii) Standard Titles [e.g. Mr., Ms., Mrs., Sh., Dr. etc.];
  (iv)   Standard Abbreviations [e.g. 'mp' for 'MP' abb. of 'Member of Parliament', or 'pm' for 'PM' abb. of 'Prime Minister'etc.]; and
  (v)   Parliamentary term(s) viz. Name of a Committee/Commission/Bill/Act/Motion including the term itself when the context relates to Legislative Business/Parliament [e.g. 'Right to Information Act, 2005' typed as '<u>r</u>ight to <u>i</u>nformation <u>a</u>ct, 2005' – three half mistakes; 'President's Address' typed as '<u>p</u>resident's <u>a</u>ddress' – two half mistakes].

[Note : Except in (a) above, repetition of same non-capitalization mistake is to be ignored.**]**

NOTE 1 : Alternate spellings of words in the passage (Oxford/British English spellings) as available in the 'Dictionary.com' are allowed in case of English Passages (e.g. 'organisation' and 'organization', 'program' and 'programme' etc.). उदाहरण के लिए - ' आरम्भ तथा आरंभ'; 'बर्तन' तथा 'बरतन' इत्यादि

NOTE 2 : <u>More than one error in a single word</u> : All the different types of errors are marked but counted as only one full mistake (i.e. maximum penalty can be One Full Mistake).

NOTE 3 : No mistake is counted for 'Wrong paragraphing/Non-paragraphing/Use or non-use of Tab or 5 spaces for paragraphing.

NOTE 4 : Even single space given after Full Stops is allowed in case of English Test.

NOTE 5 : 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).

NOTE 6 : To convert the %age of mistakes into marks, 40 marks will be awarded for 5% mistakes. For every 1% less mistakes, 12 marks on pro-rata basis will be added in such a manner that full 100 marks will be awarded for 0% mistakes. [e.g. 58 marks for 3.5% mistakes]

Note:
  (i)   For a candidate provisionally eligible in more than a post in the group requiring different skill test has to appear separately in respective skill test as per mentioned norms. Candidate qualifying in respective skill test associated with the post will be consider eligible only for respective post.

(ii)   Stenography test including dictation will be conducted in standard examination hall meant for CBT based examination. AIIMS reserves the right to use standard public address system for dictation to be decided on the day of the skill test.

Resolution of Tie Cases: -

As published in the Advertisement Notice No.171/2025.

(10)   Group Code- 64. Coding Clerk/Medical Record Technicians/Medical Record Technicians/Medical Record Assistant

Stage II: Typing Skill Test
   a) **Nature of Examination**
      Qualifying Examination only.

   b) **Mode of Examination**
      Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable.
      The text for typing will be provided in the language chosen by the candidate

   c) **Language of Examination: English or Hindi**

      Candidates can choose either English or Hindi for the test.
   I.   For the English Test conventional QWERTY Computer Keyboard will be provided.
   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.

   d) **Skill Test Norms**
      Qualifying Speed for English Typewriting test for 15-minute test:
      35 w.p.m. on Computer.
                              Or
      Qualifying Speed for Hindi Typewriting for 15-minute test:
         30 w.p.m. on Computer.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage).
Errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under:

   I.   **NATURE OF MISTAKES :**

   (1) FULL MISTAKES : The following errors will be marked as Full Mistakes:

        (a) Omission of every word/figure. **[e.g.** 'Online Advertising is an art' typed as 'Online Advertising is art'**].** [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']
        (b) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjoined group of letters/punctuation marks/number(s)/signs/characters etc.). **[e.g.** 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' &L D? "%**].**[उदाहरण– 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिंकिन काल/प'न्द जे;क गि(र्द :"%']।
        (c) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful'

(addition); 'I shall <u>shall</u> be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा' को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

(d) <u>Spelling Errors</u> : Every spelling error committed by way of repetition/addition/ transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spelli<u>n</u>ng'(repetition); 'spelling<u>s</u>' (addition); 's<u>ep</u>lling' (transposition); 's<u>p</u>lling' (omission); 's<u>m</u>elling' (substitution) etc.]
[Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards**]**
[उदाहरण–'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।
[नोट : अलग-अलग हिंदी फ़ॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण– 'गद्यांश' या 'गद्यांश']।

(2) <u>HALF MISTAKES</u> : The following errors will be marked as Half Mistakes :

(a) <u>Spacing Errors</u> : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. **[**e.g. 'helpful. I hope' typed as 'helpful. I<u>h</u>ope,'(concatenation); 'helpful<u>.</u>I hope,'(concatenation); 'helpful. I hope'(extra spacing)**]**.
[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer**]**
[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता , कि'; या 'ऐसा नहीं होता,कि']।

(b) <u>Punctuation Errors</u> : Every punctuation error committed by way of repetition/addition/ omission/substitution. **[**e.g. 'I hope,' typed as 'I hope,<u>,</u>'(repetition); 'I<u>,</u> hope,'(addition); 'I hope'(omission); 'I hope<u>.</u>'(substitution) etc.**]**
[Note : Even single space after full stop is allowed**]**
[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

(c) <u>Paragraphic Errors</u> : In case of dissimilarity from the Master/Test Passage, every error of –
   (i) Inclusion/non-inclusion of a paragraph;
   (ii) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;
   (iii) Non-inclusion of space or inclusion of extra space between paragraphs.

(d) <u>Wrong Capitalization</u> : Wrong use of capital letter for small letter and vice versa.
   [Note : This does not apply to Hindi Typewriting Scripts**]**

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. **[**e.g. 'hope' typed as 'H<u>o</u> p<u>a</u>' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake**]**. उदाहरण – 'अतिरिक्त' को 'अति रित' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. **[**e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or

875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डेस्ट' में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए]।

II.   QUALIFYING STANDARDS :

The Qualifying Standard required is 35/30 w.p.m. as applicable and duration of test to be 15 minutes.

III.   COUNTING/CALCULATION OF MISTAKES & PENALTY :

(1) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.
   [Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5**]**
(2) Standard Average Word length taken as 5 strokes.
(3) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV.   CALCULATION OF SPEED :

For example of a 10 minutes Typing Test, the calculation will be :

TYPING TEST (in w.p.m.)
$\dfrac{\text{Total No. of Strokes - Penalty}}{50}$
e.g. $\dfrac{3,000-1,000}{50} = \dfrac{2,000}{50} = 40$ w.p.m.

V.   CALCULATION OF ACCURACY :

In case of need for checking accuracy, it shall be calculated as follows :

TYPING TEST (in w.p.m.)
Accuracy $= \dfrac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$
e.g.   Accuracy $= \dfrac{40}{50} \times 100 = 80\%$

Note:
(i)   A single skill test examination will be conducted for all post in the group and qualification criteria will be applicable as per published eligibility.
(ii)   Backspace key is allowed.

Resolution of Tie Cases: -

In cases where more than one candidate secures equal MARKS, tie will be resolved;

i.   First by marks in domain specific part with candidate with higher marks will be placed higher in merit;

ii.   If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;

iii.   If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;

iv.   If not resolved by (i), (ii) & (iii) accuracy of Typing Skill Test (Candidates with higher accuracy will be placed above those with lower accuracy).

v.   If not resolved by (i), (ii), (iii),(iv) and (v) above, by using First Name of candidate with First Alphabet will be placed higher.

Note: The typing skill test will be applicable for only those posts in the Group where it is mentioned in the qualification as published.

Important: For Guidelines, the number of seats, eligibility criteria, detailed information, etc. please visit the website **www.aiimsexams.ac.in.** All applicants must visit the website regularly since all subsequent Corrigendum/ Addendum/Updates will only be uploaded to the website.

Sd/-
ASSISTANT CONTROLLER (EXAMINATION)