Notification

Date: 20 Nov. 2023.

Subject:- Skill Test for recruitment to the post of *Personal Assistant* and *Private Secretary* at AIIMS Rishikesh.

Refrence:- 1. Advertisement No. 2018/215-217 AND 2018/218-219 dated: 01-09-2018.
2. Reopen Notice dated: 13th September 2023.

All the candidates, provisionally qualified in the CBT Recruitment Examination, held on 28-29 Oct.2023, to the posts of *Personal Assistant* AND *Private Secretary*, AND shortlisted for Skill Test on the basis of the result of this CBT examination, are hereby informed that the schedule and scheme of Skill Test is as under:-

(a) Schedule of Skill Test:-

Name of the Post	Date and Time of Skill Test	Venue
Personal Assistant	**26th Nov.2023** Reporting Time: **9:00am** Test Timing: **10:30am onwards**	Computer Exam Hall, 5th Floor, Medical College Building, AIIMS Rishikesh
Private Secretary	**26th Nov.2023** Reporting Time: **9:30 am** Test Timing: **11:30am onwards**	

(b) Scheme of Examination:-

Name of the Post	Description of Skill Test
Personal Assistant	**Dictation-** 10 minutes @100 WPM **Transcription-** 40 minutes English or 55 minutes Hindi on a computer
Private Secretary	**Dictation-** 07 minutes @120 WPM **Transcription-** 45 minutes English or 60 minutes Hindi on a computer

Following Criteria may be adopted for the Skill Test:-

- The Skill Test will be qualifying in nature; the marks of the skill test will not be added to the marks obtained in the CBT examination, for making the final selection list. However only those candidates who qualify the skill test will be considered for selection on the basis of marks obtained in the CBT examination.
- The criterion of **maximum admissible mistakes of 5%** will be adopted to qualify the Skill Test. A candidate who commits more than 5% mistakes will be declared as Fail in the Skill Test.
- Candidates for English Transcription should have to opt English (US) as their Keyboard Layout option.
- Candidates for Hindi Transcription should have to opt Hindi Krutidev/Hindi Remington (Mangal) as their Keyboard Layout Option.

- Candidates who wish to opt for Hindi Transcription option must submit their option through Google Form, on or before **23thNov.2023,** using the link given below.

https://forms.gle/5UZLCKT7N8bFpHfr7

- **<u>Evaluation of Transcripts of Stenography Tests - Nature of Mistakes</u>**:-
    1. <u>Full Mistake: -</u> The following mistakes are treated as full mistakes: -
        (a) Every omission of word or figure. In case a group of word is omitted, mark as many mistakes as the actual number of words omitted.
        (b) 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.
        (c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
    2. <u>Half Mistakes:</u> - The following are treated as half mistakes: -
        (a) 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.
        (b) Using singular or plural noun and vice versa.
        (c) Use of small letter as the beginning of a sentence.

    Note:-
        (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.
        (b) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All spelling/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 forms will be treated as correct.
        (c) Candidates are not penalised for any type of errors or mistakes other than those described above.
        (d) The above guidelines will be valid for Hindi Stenography Skill Test also.
        (e) Method of calculation of mistakes in Skill Test will be as under: -

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

    Percentage will be rounded off to two decimal places.

Candidates must bring the following documents and materials to appear in the skill test:-
    1. Admit card of the CBT Examination held on 28/29 Oct.2023.
    2. UID/AADHAR Card (in original).
    3. Any one of the valid photo id. issued by any Govt. Authority.
    4. One recent Photograph.
    5. Blue/Black Ball-pen.
    6. Pencil, eraser etc.
    Note:- The examination conducting body will not provide pens or pencils to the candidates.

*The List of Shortlisted candidate for **Skill Test** to the Posts of **Personal Assistant** and **Private Secretary** is given in **Annexure-1 & 2.***

Examination Section
AIIMS Rishikesh

List of Candidates Shortlisted for Skill Test

Post Name: **Private Secretary**

S. N.	Exam ID	Participant ID	Name
1	10000137	AIPRI00091	LUNA KUMARI
2	10001685	P34445	AAKASH RAJ
3	10001814	AIPRI00001	PANKAJ PALIWAL
4	10001826	AIPRI00055	NARESH KUMAR
5	10001831	AIPRI00080	VINAY KUMAR
6	10001837	AIPRI00094	ROHIT CHAUDHARI
7	10001838	AIPRI00098	AKSHAT NAWANI
8	10001840	AIPRI00102	KARTIK SAINI
9	10001842	AIPRI00109	SURAJ SINGH
10	10001846	AIPRI00114	DHARMENDRA KUMAR
11	10001852	AIPRI00129	NEHA KALURA
12	10007540	P28828	PIYUSH KUMAR SHARMA
13	10007541	P29194	SHEKHA BHADANA
14	10007652	AIPRI00004	VIKAS TYAGI
15	10007655	AIPRI00017	AKASH
16	10007658	AIPRI00035	JUHI TYAGI
17	10007666	AIPRI00058	NAINA GAUR
18	10007667	AIPRI00061	DANBIR
19	10007672	AIPRI00076	SUDEEP YADAV
20	10007676	AIPRI00087	DEEPAK SIROHI
21	10010026	P51119	SHEETAL
22	10010037	P61317	RAJNI SHRIVASTAVA
23	10010152	AIPRI00036	VISHAL BADSRA
24	10010153	AIPRI00044	VIKASH THAKUR
25	10010158	AIPRI00117	AAYUSH TIWARI

List of Candidates Shortlisted for Skill Test
Post Name: Personal Assistant

S.N.	Exam ID	Participant ID	Name
1	10000138	P06063	NANDAN DAS
2	10000180	AIPER00191	LUNA KUMARI
3	10001913	P41624	SAKSHI CHAUDHARY
4	10001950	P56771	SUNITA JOSHI
5	10001988	AIPER00001	PANKAJ PALIWAL
6	10001993	AIPER00019	NARESH KUMAR
7	10002007	AIPER00082	MANMEET SINGH PANWAR
8	10002012	AIPER00110	VINAY KUMAR
9	10002016	AIPER00116	SHIVAM KUMAR
10	10002018	AIPER00118	NEHA KALURA
11	10002030	AIPER00166	SINDHUJA S
12	10002039	AIPER00196	ROHIT CHAUDHARI
13	10002211	P59448	CHANKIT KUMAR
14	10002224	P63894	SHREYAS SHEETWAL
15	10007699	P08454	RAVI KANT
16	10007757	P29033	PIYUSH KUMAR SHARMA
17	10007840	P40253	MAHAWAR DIWAKAR
18	10007910	P51599	SHIPRA GUPTA
19	10007976	AIPER00005	VIKAS TYAGI
20	10007977	AIPER00037	AKASH
21	10007978	AIPER00049	JUHI TYAGI
22	10007981	AIPER00073	RAJNI KANT
23	10007983	AIPER00078	KHUSHI
24	10007986	AIPER00086	DANBIR
25	10007988	AIPER00092	KISHAN KUMAR DUBEY
26	10007989	AIPER00097	DEEPAK SIROHI
27	10007991	AIPER00104	AYUSH TRIPATHI
28	10007993	AIPER00125	NAINA GAUR
29	10008000	AIPER00155	SUDEEP YADAV
30	10008007	AIPER00224	DEEPANSHU
31	10010213	P61566	SAMEER SINGH
32	10010230	P65731	ROHIT PURI
33	10010322	AIPER00149	ANKIT PAWAR
34	10010329	AIPER00189	RAVI
35	10010337	AIPER00242	AJAY KUMAR SINGH