



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
EXAMINATION SECTION  
ANSARI NAGAR, NEW DELHI - 110029  
**NOTICE No. 14 / 2015**

The details for conduction of various Limited Departmental Competitive Examinations at AIIMS, New Delhi for various posts to be held on Sunday, the 22<sup>nd</sup> November, 2015 are as under:-

S.No.	Name of the Post	Date of Exam	Reporting Time	Scheme of Examination
1.	Private Secretary	22 <sup>nd</sup> November, 2015	8:30 A.M.	<b>Part-I</b> – A qualifying shorthand test in Hindi or in English @ <b>100 w.p.m. for 10 minutes.</b> <b>Transcription Time:- 40 minutes (English) / 55 minutes (Hindi)</b> <b>Part-II</b> – Evaluation of ACRs of candidates who obtain such minimum qualifying marks in the written examination as may be fixed, for 20% of total marks
2.	Personal Assistant	22 <sup>nd</sup> November, 2015	8:30 A.M.	<b>1.</b> The select list of the eligible candidates shall be prepared by holding a stenographic test and evaluation of ACRs with the following weightage:- 75% : For Stenographic test. 5% : For higher qualification ( <b>5 marks</b> to those possessing a Degree and above. <b>2 marks</b> for those possessing 12 <sup>th</sup> class or equivalent or a Diploma in Secretarial practice or equivalent) 20% : For ACRs <b>2. Shorthand test @ 120 w.p.m. for 7 minutes</b> <b>Transcription Time: 45 minutes (English) / 60 minutes for (Hindi)</b> respectively by or under the supervision of an expert agency. <b>3.</b> A select list containing names of successful candidates equivalent to the number of vacancies, shall be prepared in the order of merit based on the total marks obtained in the test for the qualifications and for ACR's as above.
3.	Stenographer	22 <sup>nd</sup> November, 2015	8:30 A.M.	i) Stenographic test (English / Hindi @ <b>80 w.p.m. for 10 minutes</b> <b>Transcription Time:- 50 mts (English) / 65 mts (Hindi) only on computers</b> ii) The candidate (s) placed on the merit list should also be cleared by the DPC concerned before he/she is appointed to the post.

Important Note:-

- The post-wise details of eligible candidates will be made available on AIIMS website [www.aiimsexams.org](http://www.aiimsexams.org). on **7<sup>th</sup> November, 2015.**
- The Admit cards alongwith Proforma for choice of Shorthand Test either in English or Hindi (with font name) will be received from Recruitment Cell. However, it can also be downloaded from the AIIMS website [www.aiimsexams.org](http://www.aiimsexams.org) from **9<sup>th</sup> November, 2015.** The Proforma will be submitted to the Examination Section latest by **16<sup>th</sup> November, 2015 (Monday)** failing which it will be **presumed that the candidate has no specific choice/ option.** Such candidates will have to appear in the Examination in the language as will be allotted by Examination Section.

**ASSISTANT CONTROLLER OF EXAMINATION**