



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
JODHPUR ROMANA, MANDI DABWALI ROAD, BATHINDA, PUNJAB- 151001
 ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ | अखिल भारतीय आयुर्विज्ञान संस्थान, बठिंडा
RECRUITMENT CELL



AIIMS/BTI/RC/Skill Test/SAA(UDC)/Cashier/**1012**

13 Jan 2024

SCHEDULE FOR SKILL/PROFICIENCY TEST FOR THE POST OF CASHIER AND SENIOR ADMINISTRATIVE ASSISTANT (UDC) FOR AIIMS BATHINDA

1. It is for information of all candidates who had applied in response to Advertisement Notice No. PGI/RC/037/2023/2934 dated 11 Aug 2023 issued by PGIMER-Chandigarh for recruitment to the following posts on regular basis for AIIMS, Bathinda :-

Sr. No.	Name of the Post	Post Code	Group	No. of Posts
(a)	Cashier	CASH/138	C	01 (UR)
(b)	Senior Administrative Assistant (UDC)	UDC/137	C	01 (UR)

2. The Computer Based Test (CBT) for these posts has been conducted at various Centres.

3. On the basis of online examination (CBT), the candidates who appeared above said post, bearing following **Roll Numbers** have been shortlisted for further stages of recruitment process. The candidates are shortlisted as per the criteria detailed at para 5 (B) of the recruitment notice dated 11 Aug 2023. The candidates are hereby shortlisted Roll No. wise and it does not have any relation with the merit list. The roll numbers of shortlisted candidates are as under :-

<u>CASHIER</u>				
CA002	CA003			
<u>SENIOR ADMINISTRATIVE ASSISTANT (UDC)</u>				
28007	28012	28021	28033	28059

3. **The venue, time and date of Skill Test/Proficiency Test.** The venue, time and date of Skill Test/Proficiency Test for the posts of Cashier and Senior Administrative Assistant (UDC) is **20 Jan 2024 at 10: 00 AM onward in the Computer Lab, 6th Floor, Chuttani Block, research Block-B, PGIMER, Chandigarh.**

4. As per Recruitment Rules of post and guidelines advertised vide advertisement dated 11.08.2023. the following skill Test/Proficiency in Computer is to be conducted as per the scheme below :-

SCHEME OF EXAMINATION :

(a) **For the post of Cashier :**

- (i) “The proficiency test would be in the use of office productivity tools like MS-Word, MS-Excel and MS Power Point with the aim of testing of practical knowledge.
- (ii) The total duration of test would be of 30 minutes with total of 50 marks”.
- (iii) The minimum marks to qualify the above said test will be 40% of the total marks of proficiency test.

(b) **For the post of Senior Administrative Assistant (UDC) :**

- (i) “The proficiency test would be in the use of office productivity tools like MS-Word, MS-Excel and MS Power Point with the aim of testing of practical knowledge. The total duration of test would be of 30 minutes with total of 50 marks”.
- (ii) The minimum marks to qualify the above said test will be 40% of the total marks of proficiency test.
- (iii) **Skill Test norms of computer** : Typing speed @ 35 w.p.m. in English or 30 w.p.m in Hindi, (Time allowed 10 minutes (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

THE CRITERIA FOR EVALUATION OF ANSWER SHEETS OF THE TYPING TEST SHALL BE AS UNDER :-

- (a) 5 key depressions are taken for each word.
- (b) **Full mistake** : For every omission of word/figure, for every substitution of a wrong word/ figure and for every addition of a word/figure not found in the passage. These will be treated as full mistakes.
- (c) **Half Mistake** :
 - (i) Spacing errors : where no space is provided between two words, e.g. ‘1hope’ Letters of a word e.g. hope hae. `1haxxave’.
 - (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters. E.g. the word ‘spelling’ typed as ‘seeplngs’ etc.
 - (iii) Wrong Capitalization : Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

Above (i), (ii) & (iii) are treated as half mistakes.

5. 5% mistakes of the total words typed will be ignored. Since this is a qualifying test so candidates meeting the basic criteria of typing speed of 35 w.p.m. (in case of English)/ 30 w.p.m. (in case of Hindi) correspond to 10500 KDPH/9000 on an average of 5 key depressions for each word will be declared as qualified.

EXAMPLE :

The Examiner/Paper Checker has given details of the result as per following example :

(a)	Total typed depression/strokes	:	1600
(b)	Words	:	$1600/5=320$
(c)	Mistakes	:	Full-5, Half-28
(d)	Total Mistakes	:	19

For qualifying test 5% mistakes are exempted.

So 16 mistakes i.e. 5% of 320 words are ignored/exempted.

According, from the total 19 mistakes, 16 are decreased/minus and for remaining three mistakes, a total of 30 words (150 strokes) are decreased/minus from the total words i.e. $320\text{ words}-30=290\text{ words}$.

(e)	Running Speed	:	$(320-30)=290\text{ words}$
(f)	Accurate Speed	:	29 w.p.m.

6. Further, it is informed that the candidates who are going to appear in the Computer proficiency test/Proficiency in computer and Typing Test for the post of **Cashier** and **Senior Administrative. Assistant (UDC)** were undergone through biometrics verification during Computer Based Test held on 25.11.2023. Therefore, these candidates also required to undergo through biometrics verification during the said Skill Test.

7. All the candidates are requested to regularly check the website of AIIMS, Bathinda <https://aimmsbathinda.edu.in> for further updates.

Sd/-
Executive Director,
AIIMS, Bathinda