



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर  
All India Institute of Medical Sciences, Bhubaneswar  
Sijua, Post: Dumuduma, Bhubaneswar-751019  
<https://aiimsbhubaneswar.nic.in>

No. AIIMS/BBSR/ADMIN-II/2017/05/ 2398

Date: 05.08.2021

**NOTIFICATION**

**Sub: Skill Test for Recruitment to the posts of Private Secretary and Personal Assistant at AIIMS, Bhubaneswar.**

**Reference:** Advertisement No: AIIMS/ BBSR/Admin-II/2017/05 dated 05.05.2017

In continuation to this institute's Notification No. AIIMS/BBSR/ADMIN-IIL/2017/05/5609 dated **08.02.2020** on the Subject cited above, the Skill Test for the posts of **Private Secretary** and **Personal Assistant** is scheduled to be held on **28.08.2021** and **29.08.2021**. The details of the examination is as follows:

**TENTATIVE SCHEDULE FOR SKILL TEST:**

Sl.	Post Name	Reporting for Skill Test			
		Date	Time	Medium of Test	Venue
1.	Private Secretary and Personal Assistant	28.08.2021 Saturday	09:30 AM	English	Central Library, 2 <sup>nd</sup> Floor, Administrative Block, AIIMS, Bhubaneswar.
2.	Private Secretary and Personal Assistant	29.08.2021 Sunday	09.30 AM	Hindi	Central Library, 2 <sup>nd</sup> Floor, Administrative Block, AIIMS, Bhubaneswar.

Note:

- Hall Tickets/ Admit Card will be issued to Individual Candidates shortly.
- The criteria for evolution of the above Test is attached herewith as "Annexure-A"

Please visit Institute's website regularly for any last-minute change and other details about this recruitment.

By order of Director

(सलीम गोलदार / Salim Golder)

सहायक प्रशासनिक अधिकारी/Asst. Administrative Officer  
एम्स, भुवनेश्वर /AIIMS, Bhubaneswar

Copy to :

- P.S to Director, AIIMS, Bhubaneswar for kind information of Director
- P.S to DDA, AIIMS, Bhubaneswar for kind information of DDA.
- I/c Institute website - for publishing on website.
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**EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS - NATURE OF MISTAKES**

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

- 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.
- 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.
- Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

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

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word and where no space is provided between two words e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. hope I have 'I hxxave'. 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.
- Using singular or plural noun and vice versa.
- Wrong use of capital letter for small letter and vice-versa and use of small letter at the beginning of the sentence.

**NOTE**

- 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.
- 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 forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.

e) Method of calculation of mistakes in Stenography Skill Test:-

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

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

**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 the spelling forms of words will be acceptable and will be counted as error. For example the word 'honourable' is written as 'Hon'ble, Hon'le, hon'able 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.