



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)

G.E. Road, Tatibandh,
Raipur - 492099 (CG)
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No. RC/NF-A/LDCE/2022/183

Date: 29.04.2022

CIRCULAR

**LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR
STENOGRAPHERS FOR PROMOTION TO THE POST OF
'PERSONAL ASSISTANT' AT AIIMS RAIPUR**

As per the decision of the CIB and its subsequent adoption by the IB, AIIMS Raipur, the Institute follows RRs of AIIMS, New Delhi for all corresponding posts. Accordingly, as per the RRs of AIIMS, New Delhi, a limited departmental competitive examination (LDCE) will be conducted for eligible incumbent candidates for preparing a 'Select List' for promotion to the post of Personal Assistant (Pay Level-6 of 7th CPC). Notwithstanding this, the LDCE shall be subject to further instructions, if any, received from the MoHFW regarding applicability of RRs of AIIMS, New Delhi or otherwise.

All eligible candidates (Stenographers) of the Institute willing to take part in the above-mentioned LDCE must apply to Recruitment Cell, AIIMS Raipur in the prescribed format given at **Annexure-1**. The details/ scheme of examination/LDCE are follows:-

Name and No. of Posts	Personal Assistant (Pay Level-6 of 7 th CPC) 04 (03-UR, 01-SC)												
Date/Venue of Exam.	To be notified/published later.												
Scheme of Examination /LDCE	<p>1. The 'select list' of the eligible candidates shall be prepared by holding a Stenographic Test, evaluation of APARs and higher qualification. The following criteria will be used to determine the marks (out of 100):-</p> <table border="1"><thead><tr><th></th><th>Weightage</th><th>Description</th></tr></thead><tbody><tr><td>Part-I</td><td>75%</td><td>Skill Test/ Stenographic test (max. marks 75*)</td></tr><tr><td>Part-II</td><td>20%</td><td>For APARs (maximum marks 20)</td></tr><tr><td>Part-III</td><td>5%</td><td>For higher qualification (maximum marks 05) (5 marks for possessing a Degree and above. 2 marks for possessing 12th class or equivalent or a Diploma in Secretarial practice or equivalent)</td></tr></tbody></table> <p>* 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 75 (30 marks). For every 1% less mistakes an additional 9 marks will be added to 30 in such a manner that those who make 0% mistake will get full marks (75).</p> <p>2. Shorthand test @120 w.p.m. for 7 minutes. Transcription Time: 45 minutes (English)/ 60 minutes for (Hindi) respectively under the supervision of an expert agency, only on Computers.</p> <p>3. A 'select list' containing names of successful candidates equal to the number of vacancies shall be prepared in the order of merit based on the total marks obtained in skill test, for APARs and qualifications as above. The list will be subject to vigilance clearance and fitness for the post.</p>		Weightage	Description	Part-I	75%	Skill Test/ Stenographic test (max. marks 75*)	Part-II	20%	For APARs (maximum marks 20)	Part-III	5%	For higher qualification (maximum marks 05) (5 marks for possessing a Degree and above. 2 marks for possessing 12 th class or equivalent or a Diploma in Secretarial practice or equivalent)
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Part-I	75%	Skill Test/ Stenographic test (max. marks 75*)											
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Part-III	5%	For higher qualification (maximum marks 05) (5 marks for possessing a Degree and above. 2 marks for possessing 12 th class or equivalent or a Diploma in Secretarial practice or equivalent)											

Important instructions to candidates:

1. Crucial date for determining the eligibility is 01.01.2022.
2. Last date of receipt of application form is **13.05.2022**.
3. Date, time and venue of examination will be declared in due course.
4. Language of skill test will be optional (Hindi or English).
5. Application form should be complete in all respect and duly forwarded by the Head of the Department.
6. The envelope containing the duly filled application form and self-attested copies of documents should be superscribed "**Application for LDCE for the Post of**" and is to be submitted in person or by post to the address given below:-

Recruitment Cell
2nd floor, Medical College Building
Gate No-5, AIIMS Raipur,
G.E. Road, Tatibandh, Raipur – 492099 (C.G.)

7. Incomplete or wrongly filled application form will be summarily rejected and no communication in this regard will be entertained.
8. The vacancies are provisional and subject to change. The Director, AIIMS Raipur reserves the right to vary the vacancies including reserved vacancies as per the requirements of the Institute / instructions of the Govt. of India.
9. Reservation and relaxation shall be applicable as per the Govt. of India rules.
10. No TA/DA will be paid for appearing in the LDCE/test.
11. Candidates should clearly understand that this is a qualifying-cum-competitive examination. The number of persons to be included in the 'Select List' for 'Personal Assistant' will be based on their performance in the test and number of vacancies available. No candidate will, therefore, have any claim for inclusion in the 'Select List' on the basis of his/her performance in LDCE/test as a matter of right.
12. Results of the LDCE will be published on the Institute website in due course.
13. Without prejudice to disciplinary action and/or legal action, the candidate is liable to be disqualified from the LDCE on account of:-
 - (a) Using unfair means during the test/examination, or
 - (b) Impersonating or procuring impersonation by any person; or
 - (c) Misbehaving in the examination hall;
14. In case, any information or declaration given by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this LDCE, his/her candidature will be cancelled and/or action, as deemed fit, may be taken against him/her by the appointing authority.
15. The Director, AIIMS Raipur reserves the right of any amendment, cancellation, and changes to this circular as a whole or in part without assigning any reason.
16. In case of any inadvertent mistake in the process of selection/LDCE which may be detected at any stage even after the declaration of result, the Institute reserves the right to modify/withdraw any communication made to the candidate.
17. All the information related to the LDCE will be uploaded on the website of AIIMS Raipur. Candidates are advised to regularly visit the website for updates.

Sd/-
Sr. Administrative Officer
AIIMS Raipur



अनुलग्नक/Annexure-1

एम्स रायपुर मे शीध्रलेखकों (स्टेनोग्राफर) से निज सचिव के पद पर पदोन्नति हेतू सीमित विभागीय प्रतियोगी परीक्षा के लिए आवेदन पत्र

LDCE Application form for Stenographers for promotion to post of Personal Assistant at AIIMS Raipur

कार्यालय उपयोग हेतू/ For Office Use

1. Service records of the candidates are verified and found correct.
2. Candidate fulfills the eligibility criteria for LDCE.

Sign. of verifying official / Estt. Section :

Name & Desig. :

Affix
Passport Size
self-attested
colour
photograph
here.

1.	नाम स्पष्ट अक्षरों में / Name of the applicant (in Capital letters):	
2.	पिता /पति का नाम स्पष्ट अक्षरों में / Father / Husband's Name in capital letters:	
3.	धारित पद का नाम/ Name of the post held:	वेतनमान/Pay Scale:
4.	विभाग का नाम/ Name of the Department:	
5.	नियुक्ति की तिथि/ Date of Joining:	स्थायीकरण की तिथि/ Date of Confirmation
6.	वर्तमान पद में कुल सेवा (01.01.2022 के अनुसार)/ Total service in feeder grade (as on 01.01.2022) :	
7.	जन्मतिथि/ Date of Birth:	उम्र 01.01.2022 के अनुसार/ Age as on 01.01.2022
8.	श्रेणी (अजा/अजजा/अ.पि.व./आ.क.व.)/ Category (SC/ST/OBC/EWS):	लिंग(म/पु) / Gender (M/F)
9.	विकलांगता (हाँ/नहीं)/ PwD/PwBD (Yes / No):	यदि हाँ, श्रेणी/ If yes, category.

10.	01.01.2022 के अनुसार शैक्षणिक योग्यता / Education Qualification as on 01.01.2022):				
	S. No.	Course	Marks (in %)	Year of Passing	Board / University / Institution

उल्लेखित शैक्षणिक योग्यता की उपाधि प्रमाणपत्र /अभिलेखों की स्वप्रमाणित प्रतिलिपियां संलग्न करें.
Attach self-attested photocopies of the degree/certificates/documents.

11.	परीक्षा हेतु चयनित भाषा (अंग्रेजी/हिन्दी)/ Preferred Language for test (English / Hindi) :	

12.	स्थायी पता / Permanent Address:	वर्तमान पता/ Present Address:

13.	संपर्क/मोबाईल नं/ Contact / Mob. No.:	ई-मेल/ Email ID

वचनबंध/ UNDERTAKING

मैं सत्यनिष्ठा से अभिपुष्टि करता/करती हूँ कि ऊपर दी गई सूचना, जहां तक मुझे पता है, सत्य तथा सभी तरह से सही है। मैंने किसी भी सूचना को नहीं छुपाया है। मैं वचन देता/देती हूँ कि इसमें दी गई कोई सूचना गलत या झूठी पायी जाती है, तो मैं लागू नियमों के अनुसार की गई कार्यवाही के लिए उत्तरदायी हों/होऊंगी।

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

दिनांक/Date :

.....
उम्मीद्वार के हस्ताक्षर/ Signature of the Candidate

स्थान/Place :

.....
उम्मीद्वार का नाम/ Name of the Candidate
(स्पष्ट अक्षरों में/ in capital letters)

विभागाध्यक्ष की टिप्पणी एवं हस्ताक्षर/ HoD's remarks and signature: नाम एवं पदनाम/ Name & Designation:
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