

- (v) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- (vi) A person acting as scribe for one candidate cannot be a scribe for another candidate.
- (vii) The scribe arranged by candidate should not be candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (viii) The scribe should not be a candidate for this process. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.
- (ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It will not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time will not be allowed such concessions.

12. **These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

Scheme of Examination: The examination will adjoin a Computer Based online /offline mode of exam for the post of *Stenographer* is as below:

The examination will consist subject mentioned below for the post of *Stenographer*:

Part-I	Subject	Max. Marks/ Questions	Time Duration
A	General Intelligence & Reasoning	20	2 Hours*
B	General Awareness	20	
C	English Language & Comprehension	80	
Part- II (Stenography Test)			
English Stenography			10 minutes
Hindi Stenography			10 minutes

Indicative Syllabus for Examination for the post of *Stenographer*:

- A. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- B. **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also



include questions relating to India and its Neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /afflicted by cerebral palsy and locomotor disability candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

- C. **English Language & Comprehension** : In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

PART-II

Skill Test in Stenography:

The skill test will be of qualifying nature and the Institute will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of **80 w.p.m.** for the post of Stenographer.

The matter will have to be transcribed on computer. The transcription time is as follows:-

*For Stenographer: 50 minutes (English)
65 minutes (Hindi)*

- (i) The compensatory time for "Skill Test" in Stenography will be allowed as follows –

Visually Handicapped, Orthopedically Handicapped (OH) candidates & afflicted by Cerebral Palsy and the candidates who have a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing the performance of the candidates are required to transcribed the matter in 75 minutes for English Shorthand and in 100 minutes for Hindi Shorthand for the post of Stenographer.

- (ii) Candidate who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice-versa after their appointment, failing which their probation will not be cleared by appointing departments or authority. Candidates have to work as English/Hindi Stenographers as per the functional requirement of AIIMS, Patna irrespective of the medium of Skill Test of Candidate during the examination.

**Compensatory time of 1 hour will be provided to PwD candidates, who are eligible for the same as mentioned in Para- 12 above.*

Questions will be Objective Type Multiple Choice, Set in both Hindi and English in respect of Parts A, B & C.

There will be negative marking of 0.25 marks for each wrong answer.

Note – I: The Institute reserves the right to conduct the examination through Computer based online / offline mode. The Institute also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

Note– II: Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the AIIMS, Patna in this regard will be final and no further representation will be entertained.

