

formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]

[उदाहरण- 'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।

[नोट : अलग-अलग हिंदी फॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण- 'गद्यांश' या 'गद्यांश']।

(2) **HALF MISTAKES** : The following errors will be marked as Half Mistakes :

- (a) **Spacing Errors** : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. [e.g. 'helpful. I hope' typed as 'helpful. I hope,'(concatenation); 'helpful. I hope,'(concatenation); 'helpful. I hope'(extra spacing)].

[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer]

[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता, कि'; या 'ऐसा नहीं होता, कि']।

- (b) **Punctuation Errors** : Every punctuation error committed by way of repetition/addition/ omission/substitution. [e.g. 'I hope,' typed as 'I hope,'(repetition); 'I hope,'(addition); 'I hope'(omission); 'I hope,'(substitution) etc.]

[Note : Even single space after full stop is allowed]

[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि(दोहराव); 'ऐसा, नहीं होता, कि(जोड़); 'ऐसा नहीं होता कि(लोप); 'ऐसा नहीं होता। कि(प्रतिस्थापन)]।

- (c) **Paragraphic Errors** : In case of dissimilarity from the Master/Test Passage, every error of –

- (i) Inclusion/non-inclusion of a paragraph;
- (ii) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;
- (iii) Non-inclusion of space or inclusion of extra space between paragraphs.

- (d) **Wrong Capitalization** : Wrong use of capital letter for small letter and vice versa.

[Note : This does not apply to Hindi Typewriting Scripts]

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. [e.g. 'hope' typed as 'Ho pa' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake]. उदाहरण – 'अतिरिक्त' को 'अति रित' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. [e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdp/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डैस्ट'

में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए।

II. QUALIFYING STANDARDS :

The Qualifying Standard required is 35/30 w.p.m. or 12,000/8,000.

III. COUNTING/CALCULATION OF MISTAKES & PENALTY :

(1) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.

[Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5]

(2) Standard Average Word length taken as 5 strokes.

(3) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV. CALCULATION OF SPEED :

For example of a 10 minutes Typing Test/DEST, the calculation will be :

TYPING TEST (in w.p.m.)	
<u>Total No. of Strokes - Penalty</u>	
50	
e.g. $\frac{3,000-1,000}{50} = \frac{2,000}{50} = 40$	
w.p.m.	

V. CALCULATION OF ACCURACY :

In case of need for checking accuracy, it shall be calculated as follows :

TYPING TEST (in w.p.m.)	
Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$	
e.g. Accuracy = $\frac{40}{50} \times 100 = 80\%$	

Note:

- A single skill test examination will be conducted for all post in the group and qualification criteria will be applicable as per published eligibility.
- A candidate has to qualify in both part of skill test as mentioned above. For Part A (written test), common qualifying criteria will be applicable. For Part B (typing test), qualifying criteria will be applicable as provided for

COMMON RECRUITMENT EXAMINATION (CRE-5)

the respective posts in the Group.
(iii) Backspace key is allowed.

(3) Group Code- 6. Junior Engineer (AC&R)/Assistant Engineer (Air Conditioning & Refrigeration)/Mechanic (Air Conditioning & Refrigeration)

Stage-II : Skill

Test Trade Test:-

1. Use of leak detector in testing leak
2. Soft soldering
3. Simple filling and fitting
4. Dismantle and assemble a water pump
5. Oiling and greasing
6. Charge oil and gas in a system
7. Dismantle and assemble a compress upto 5 H.P

Resolution of Tie Cases: -

As published under clause 7 of SECTION IX PATTERN/SCHEME/SYLLABUS OF EXAMINATION.

(4) Group Code- 19. Coding Clerks/Junior Medical Record Officer/Medical Record Technician

Stage II: Typing Skill Test

a) Nature of Examination

Qualifying Examination only.

b) Mode of Examination

Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable.

The text for typing will be provided in the language chosen by the candidate

c) Language of Examination: English or Hindi

Candidates can choose either English or Hindi for the test.

- I. For the English Test conventional QWERTY Computer Keyboard will be provided.
- II. For the Hindi Test candidates are required to familiarize themselves with Mangal on the conventional English QWERTY Keyboard/Inscript Key Board respectively. There is no provision for any other type of keyboard or font for this test.

d) Skill Test Norms

Qualifying Speed for English Typewriting test for 15-minute test:
35 w.p.m. on Computer.

Or

Qualifying Speed for Hindi Typewriting for 15-minute test:
30 w.p.m. on Computer.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage), errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under :

I. NATURE OF MISTAKES : The following errors will be marked as Full Mistakes :

(3) FULL MISTAKES : The following errors will be marked as Full Mistakes :

- (e) Omission of every word/figure. [e.g. 'Online Advertising is an art' typed as 'Online Advertising is art']. [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']
- (f) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjoined group of letters/punctuation marks/number(s)/signs/characters etc.). [e.g. 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' &L D? "%]. [उदाहरण- 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिंगिन काल/प'न्द जे,क गि(र्द :"%']।

(g) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful' (addition); 'I shall shall be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

(h) Spelling Errors : Every spelling error committed by way of repetition/addition/ transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spellingg'(repetition); 'spellings' (addition); 'seplling' (transposition); 'splling' (omission); 'smelling' (substitution) etc.]

[Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]

[उदाहरण- 'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।

[नोट : अलग-अलग हिंदी फॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण- 'गद्यांश' या 'गद्यांश']।

(4) HALF MISTAKES : The following errors will be marked as Half Mistakes :

(e) Spacing Errors : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. [e.g. 'helpful. I hope' typed as 'helpful. I hope,'(concatenation); 'helpful. I hope,'(concatenation); 'helpful. I hope'(extra spacing)].

[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer]

[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता, कि'; या 'ऐसा नहीं होता, कि']।

(f) Punctuation Errors : Every punctuation error committed by way of repetition/addition/ omission/substitution. [e.g. 'I hope,' typed as 'I hope,'(repetition); 'I hope,'(addition); 'I hope'(omission); 'I hope,'(substitution) etc.]

[Note : Even single space after full stop is allowed]

[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

(g) Paragraphic Errors : In case of dissimilarity from the Master/Test Passage, every error of –

(iv) Inclusion/non-inclusion of a paragraph;

(v) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;

(vi) Non-inclusion of space or inclusion of extra space between paragraphs.

(h) Wrong Capitalization : Wrong use of capital letter for small letter and vice versa.

[Note : This does not apply to Hindi Typewriting Scripts]

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. [e.g. 'hope' typed as 'Ho pa' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error]

due to substitution of a letter), but treated as 1 Full Mistake]. उदाहरण – 'अतिरिक्त' को 'अति रित' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. [e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डेस्ट' में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए।

II. QUALIFYING STANDARDS :

The Qualifying Standard required is 35/30 w.p.m. and duration of test to be 15 minutes.

III. COUNTING/CALCULATION OF MISTAKES & PENALTY :

(3) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.

[Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5]

(4) Standard Average Word length taken as 5 strokes.

(5) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV. CALCULATION OF SPEED :

For example of a 10 minutes Typing Test, the calculation will be :

TYPING TEST (in w.p.m.)	
<u>Total No. of Strokes -</u>	
<u>Penalty</u>	
	50
e.g. $\frac{3,000-1,000}{40 \text{ w.p.m.}}$	$\frac{2,000}{50} =$
50	50

V. CALCULATION OF ACCURACY :

In case of need for checking accuracy, it shall be calculated as follows :

TYPING TEST (in w.p.m.)	
Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$	
e.g. Accuracy = $\frac{40}{50} \times 100$	= 80%

(5) Group Code- 20. Jr Scale Steno(Hindi)/Personal Assistant/PA to Principal(S)/Private Secretary/Stenographer

Skill Test Norms as per Essential Qualification:

1. Stenographer

Skill test:- (Dictation) (English / Hindi) @80 w.p.m. for 10 minutes

Transcription Time : 50 minutes (English) only on computers;
65 minutes (Hindi) only on computers

2. Personal Assistant

Skill test:- (Dictation) (English / Hindi) @100 w.p.m. for 10 minutes

Transcription Time : 40 minutes (English) only on computers;
55 minutes (Hindi) only on computers

3. Private Secretary

Skill test:- (Dictation) (English / Hindi) @120 w.p.m. for 7 minutes

Transcription Time : 45 minutes (English) only on computers;
60 minutes (Hindi) only on computers

(Stage-II): Only for those who qualify in Stage-I

For English transcription: QWERTY computer keyboard will be provided.

For Hindi : Mangal. There is no provision for any other type of keyboard or font for this test.

EVALUATION CRITERIA - STENOGRAPHY/SHORTHAND TEST
[ENGLISH/HINDI] – NATURE OF MISTAKES

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

(a) Omission of every word or a figure that occurs there in the dictated passage.

(b) Substitution of every word or figure not occurring there in the dictated passage.

[Note : substitution of words with numerals or vice-versa in case of a figure or financial terms **is allowed** e.g. '20,000 tonnes' typed as 'Twenty Thousand tonnes' or vice-versa, 'Rs. One Thousand' substituted as 'Rs. 1000/-' or vice-versa, **but not allowed** in case of years e.g. '1950' written as 'Nineteen Fifty' or 'Nineteen Hundred Fifty']

उदाहरण - ' 20,000 टन' को 'बीस हजार टन' या इसके विपरीत; एक हजार रूपए को 1,000 रूपए/रु. 1,000 या इसके विपरीत); **परन्तु** वर्षों के मामले में ऐसे करने की **अनुमति नहीं है** (उदा. - '1950' को 'उन्नीस सौ पचास')

(c) Addition/Repetition of every word or figure not occurring in the dictated passage.

[Note : In case of a group of words or figures omitted/substituted (replaced)/added/repeated, number of mistakes will be equal to actually spoken number of words/numbers/numerals].

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

(a) **Wrong Spellings/Mis-spelling/Spelling Errors** [Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]:

(i) Mis-spelling due to Omission/addition/substitution/transposition of letter(s) in a word unless that leads to becoming a meaningful word which is treated as a substitution mistake i.e. Full Mistake [e.g. 'want' typed as 'waant/wnt/waat/wnat' (mis-spelling - Half Mistake); but 'want' typed as 'wants'/'wanted'/'wanting' etc. (substitution – Full Mistake)].

उदाहरण - 'अंतरराष्ट्रीय' को 'अंतराष्ट्रीय'; 'अत्यधिक' को 'अत्याधिक'; 'जागृत' को 'जाग्रत'; श्रीमती को श्रीमति (अशुद्ध वर्तनी - आधी गलती), परन्तु 'हैं' को 'है'; 'राजनितिक' को 'राजनीतिज्ञ' (प्रतिस्थापन - पूर्ण गलती)

(ii) Mis-spelling of names of popular personalities/leaders/institutions/Govt. Bodies/Countries [e.g. 'Lok Sabha' typed as 'Lok Sabah'; 'Dr. Rajendra Prasad' typed as 'Dr. Rajender Prasad'; 'India' typed as 'Indiya'].

उदाहरण - 'लोकसभा' को 'लोकसबा'; 'डॉ. राजेंद्र प्रसाद' को 'डॉ. राजेंदर प्रसाद'; 'अमरीका' को 'अमेरिका'

[Note 1 : Repetition of the same spelling mistake is ignored if with similar spellings (viz. 'spelling' typed again as 'speling' but not ignored if typed as 'seplling']

Note 2 : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards].

(b) **Joining/Disjoining** : Joining of two separate words or disjoining of a single compound word which is written as a single word [e.g. 'of course' typed as 'ofcourse'; 'in spite of' typed as 'inspite of'; 'grandparents' typed as 'grand parents'; 'within' typed as 'with in'].

उदाहरण - 'महानगर' को 'महा नगर'; 'जलपान' को 'जल पान'; 'उच्च विचार' को 'उच्चविचार'; 'संसद सदस्य' को 'संसदसदस्य'

(c) **Transposition** of words (maximum two consecutive words at a place) in a sentence (i.e.. the transposed words are not marked as individual mistakes) [e.g. 'disconnected from the source' typed as 'disconnected the from source' are counted as one half mistake only]. उदाहरण - 'यद्यपि मैं ऐसा नहीं सोचता' को 'यद्यपि ऐसा मैं नहीं सोचता'

(d) **Punctuation Marks** : Omission or addition of 'Full Stop'/'Question Mark' (i.e. no other kind of punctuation mark viz. 'Comma' etc.). Also, substitution of 'Full Stop'/'Question Mark' with 'Comma' or vice versa.

(e) **Spacing** : Inclusion of space before punctuation marks or non-inclusion of space after punctuation marks viz. full-stop, comma etc. as per grammar rules. [e.g. 'Therefore, it is' typed as 'Therefore , it is' or 'Therefore,it is'; 'Work has been done.' typed as 'Work has been done .']. उदाहरण - 'इसलिए, ऐसा है' को 'इसलिए , ऐसा है' या 'इसलिए,ऐसा है' However, extra space(s) between two words or after punctuation marks is ignored if Right Justification is done in computer.

[Note : As an exception, even inclusion of space given before Purna-Viram or Prashn-Chinh is allowed in case of Hindi] उदाहरण - 'काम हो चुका है।' या 'काम हो चुका है ।', दोनों स्वीकार्य हैं।

(f) **Abbreviations** : Use of arbitrary and unfamiliar/non-standard abbreviations [e.g. 'R.B.' for 'Rashtrapati Bhawan'; 'thru' for 'through', 'hon'bly' for 'honourably', etc]. However, standard abbreviations are acceptable [e.g. 'Hon'ble/Hon./hon.' for 'Honourable', 'MP' for 'Member of Parliament', 'Prof.' for 'Professor' etc.]. उदाहरण के लिए - 'राष्ट्रपति भवन' को 'रा.भ.'; या 'माननीय महोदय' को 'मा.महो.']. हालाँकि, मानक लघुरूप स्वीकार्य हैं [उदाहरण के लिए - 'डॉक्टर' को 'डॉ.']

(g) **Non-Capitalization** : Use of small for capital letters (**Not applicable in Hindi Language**) :

- (i) At the beginning of a sentence (where a full stop exists in the master/test passage) and also in case of a full stop mistakenly added by candidate;
- (ii) Proper nouns (i.e. specific names of an individual/person, country, place, designation);
- (iii) Standard Titles [e.g. Mr., Ms., Mrs., Sh., Dr. etc.];
- (iv) Standard Abbreviations [e.g. 'mp' for 'MP' abb. of 'Member of Parliament', or 'pm' for 'PM' abb. of 'Prime Minister' etc.]; and
- (v) Parliamentary term(s) viz. Name of a Committee/Commission/Bill/Act/Motion including the term itself when the context relates to Legislative Business/Parliament [e.g. 'Right to Information Act, 2005' typed as 'right to information act, 2005' – three half mistakes; 'President's Address' typed as 'president's address' – two half mistakes].

[Note : Except in (a) above, repetition of same non-capitalization mistake is to be ignored.]

NOTE 1 : Alternate spellings of words in the passage (Oxford/British English spellings) as available in the 'Dictionary.com' are allowed in case of English Passages (e.g. 'organisation' and 'organization', 'program' and 'programme' etc.). उदाहरण के लिए - 'आरम्भ तथा आरंभ'; 'बर्तन' तथा 'बरतन' इत्यादि

NOTE 2 : More than one error in a single word : All the different types of errors are marked but counted as only one full mistake (i.e. maximum penalty can be One Full Mistake).

NOTE 3 : No mistake is counted for 'Wrong paragraphing/Non-paragraphing/Use or non-use of Tab or 5 spaces for paragraphing.

NOTE 4 : Even single space given after Full Stops is allowed in case of English Test.

NOTE 5 : 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 100 (40 marks). For every 1% less mistakes an additional 12 marks be added to 40 in such a manner that those who make 0% mistake will be full marks (100).

NOTE 6 : To convert the %age of mistakes into marks, 40 marks will be awarded for

5% mistakes. For every 1% less mistakes, 12 marks on pro-rata basis will be added in such a manner that full 100 marks will be awarded for 0% mistakes. [e.g. 58 marks for 3.5% mistakes]

Note:

- (i) For a candidate provisionally eligible in more than a post in the group requiring different skill test has to appear separately in respective skill test as per mentioned norms. Candidate qualifying in respective skill test associated with the post will be consider eligible only for respective post.
- (ii) Stenography test including dictation will be conducted in standard examination hall meant for CBT based examination. AIIMS reserves the right to use standard public address system for dictation to be decided on the day of the skill test.

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(6) Group Code- 28. Assistant Security Officer

Stage-II: Physical Standards Test (PST)

(i) Nature of Examination

This will be a qualifying eligibility Physical parameters for preparing merit list.

(ii) Type of Examination

a. Type of Test :

There will be qualifying physical measurement test to whom each candidate has to possess the physical standards

b. Qualifying physical measurement :

The candidates who will qualify in Stage-II will only be eligible for considering in the merit list. The qualifying physical measurement are as follows:

For Male Candidates	For Female Candidates
a) Height: 170 cms. Minimum (Relaxable by 5 cms only for residents of hill areas)	a) Height: 157 cms. Minimum (Relaxable by 2 cms only for residents of hill areas)
b) Chest: 81 cms (85 cms. After expansion)(Relaxable by 5 cms. Only for residents of the hill areas)	b) Not required
c) Should possess sound health free from defect/deformity/disease	c) Should possess sound health free from defect/deformity/disease
d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness	d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness
Major Hill areas- Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Kashmir Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim).	

(7) Group Code- 37. Junior Hindi Translator/Junior Translation Officer(Hindi)

(Stage-II): Only for those who qualify in Stage-I

- **Nature of Examination:**
This will be a Written Test Examination.
- **Language and Mode of Written Examination:** Written test will be conducted in both languages i.e. Hindi and English language. Pen and Paper mode.
- **Duration of Examination:** 1½hours(90 minutes)
- **Description of Examination and Marks for Written Test:**
The Written test will be of **100** marks and distribution of marks will be as follows:
 - Hindi to English Translation: **15 marks**
 - English to Hindi Translation : **15 marks**
 - Letter Writing (Hindi) : **10 marks**
 - Letter Writing (English) : **10marks**
 - Essay Writing (Hindi)(200 words): **20 marks**
 - Essay Writing (English)(200 words): **20 marks**
 - Medical Terminology English to Hindi: **5 marks**
 - Medical Terminology Hindi to English: **5 marks**

Qualifying Marks for Written Test (Stage-II): The candidate will have to score a minimum of 33 marks

(8) Group Code- 41. Programmer

Skill Test (Stage-II): Only for those who qualify in Stage-I

- **Duration of Examination:** 1 ½ hour (90 minutes)
- **Description of Examination and Marks for Computer Skill Test:**
The test will be of **50** marks and distribution of marks will be as follows:
 - 1. Questions related to writing programming codes – 30 Marks**
 - a) 2 questions (each of 15 marks)
 - b) Code is required to be written in one of the programming language from C/C++/Java/Python, without using any special libraries/header files.
 - c) Code is to be written in Notepad.
 - 2. Questions related to writing SQL queries-20 Marks**
 - a) 2 questions (each of 10 marks)
 - b) SQL query is to be written in Notepad. Any specific SQL engine/DBMS will not be provided.

Qualifying Marks in Stage-II:

The candidate will have to score minimum of 17 marks.

(9) Group Code- 53. Fire Technician/Security cum Fire Assistant

Overview of Scheme of Examination:

The Examination and Evaluation will be in two stages-

- (i) **Stage-II:** Physical Standards Test (PST) with minimum qualifying physical eligibility parameters to appear in the Stage-III Examination.
- (ii) **Stage-III:** Physical Efficiency Test (PET) with marks of minimum qualifying physical fitness parameters.

1. Stage-II: Physical Standards Test (PST)

(i) Nature of Examination

This will be a qualifying eligibility Physical test for appearing in Stage-III and if qualify then for preparing the merit list.

(ii) Type of Examination

a. Type of Test:

There will be qualifying physical measurement test to whom each candidate has to possess the physical standards

b. Qualifying physical measurement:

The candidates who will qualify in Stage-II will only be called for Stage-III Tests. The qualifying physical measurement for Stage-II are as follows:

For Male Candidates	For Female Candidates
a) Height: 167 cms. Minimum (Relaxable by 5 cms only for residents of hill areas)	a) Height: 157 cms. Minimum (Relaxable by 2 cms only for residents of hill areas)
b) Chest: 80 cms minimum (76 cms. Only for residents of hill areas). Minimum 5 cms expansion is required from Normal chest measurement for all	b) Not required
c) Should possess sound health free from defect/deformity/disease	c) Should possess sound health free from defect/deformity/disease
d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness	d) Vision in both eyes should be 6/12 (without glasses). There should be no color blindness
Major Hill areas- Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Kashmire Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim).	

To qualify physical Standard test a candidate has to pass in all of the criteria.

2. Stage-III: Physical Efficiency Test (PET)

(i) Nature of Examination

This will be marks based qualifying Physical efficiency test.

(ii) Type of Examination**a. Type of Test :**

There will be qualifying physical efficiency test of 50 marks to whom each candidate has to qualify individually by securing minimum 25 marks (50% of the total marks).

b. Qualifying physical efficiency:

The candidates who will qualify in Stage-II will only be called for Stage-III Tests. The qualifying physical efficiency parameters are as follows:

- a) **Total qualifying marks will be 25 i.e. 50% of the total marks.**
- b) **A candidate, who is not able to attain the minimum standards for any item, will be given zero marks for that.**

Demonstrations, wherever required, will be shown.

Activity	Marks	For Male Candidates	For Female Candidates
Long Jump	Maximum 10 Marks 3 Marks to attain the minimum standards. After that up to 10 marks, 1 mark for every successive 15 cms.	Minimum 3.3 Meters Maximum Chance: Three.	Minimum 2.6 meters Maximum Chance: Three
High Jump	Maximum 10 Marks 5 Marks to attain the minimum standards. After that for every 5 cms, 1 marks will be added up to 10 marks	Minimum 1.2 meter Maximum of 2 chance at each level.	Minimum 0.9 meter Maximum of 2 chance at each level.
Sprint	Maximum 10 marks 04 Marks to attain the minimum standards. After that every half second less time taken, will get 1 marks extra up to maximum of 10 marks	100 meters Sprint in 14 seconds.	100 meters Sprint in 16 seconds
Race	Maximum 10 Marks 3 Minutes and 10 Seconds will get 5 marks. For every 10 seconds less time taken, will get 1 mark extra up to maximum of 10 marks	792 Meters Race in 3 Minutes and 10 Sec	792 Meters Race in 4 Minutes

		for 2 minutes 20 seconds.		
Obstacles and Pull-ups	Maximum 10 marks	Two obstacles to be kept involving i) Climbing a wall of 2.4 meters, (4 marks -3 minutes) ii) Vaulting single handed a horizontal bar at 1.05 meters – (3 Marks- 3 minutes) iii) 4 Pull ups on a beam of 2.25 meters from the ground (3 Marks–3 minutes)	Two obstacles to be kept involving i) Climbing a wall of 1.8 meters, (4 marks -3 minutes) ii) Vaulting single handed a horizontal bar at .75 meters – (3 Marks- 3 minutes) iii) 4 Pull ups on a beam of 2.00 meters from the ground (3 Marks–3 minutes)	

Preparation of Merit List:-

- All those candidates who will qualify in Stage-I Theory Examination will only be called for Stage-II Physical Standards Test(PST) and all those candidates who will qualify in Stage-II test will be called for Stage-III Physical Efficiency Test(PET). Those candidates who will secure 25 or more marks(50% of total marks) will be considered to qualify for PET.
- The merit will be prepared according to the marks obtained in the Stage-I Theory Examination. The PST & PET test will only be qualifying examination.

Resolution of Tie Cases: -

In cases where more than one candidate secures equal MARKS, tie will be resolved;

- First by marks in domain specific part with candidate with higher marks will be placed higher in merit;
- If not resolved by (i), the marks in general part with candidate with higher marks will be placed higher in merit;
- If not resolved by (i) & (ii), the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher;
- If not resolved by (i), (ii) & (iii) above, by using marks in Physical Efficiency Test(PET) [Candidates with higher marks will be placed higher in merit];

COMMON RECRUITMENT EXAMINATION (CRE-5)

- v. If not resolved by (i), (ii), (iii) and (iv) above, by using First Name of candidate with First Alphabet will be placed higher.

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Appendix A: Certificate regarding physical limitation in an examinee taking Computer Based Test.

APPENDIX-A-1

LETTER OF UNDERTAKING FOR USING SCRIBE/COMPENSATORY TIME

(To be submitted on or before the date as specified in Important Dates of this information brochure)

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

I request the following and undertake to follow the procedure of examination: -

(Choose/Tick for any one of the options A or B)

☐ A. FOR SCRIBE (Tick either Sl no. 1 or 3 as applicable):

1. ☐ I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is _____. If, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post, certificate/diploma/degree and claims relating thereto.

OR

3. ☐ I hereby request the AIIMS, New Delhi, to provide a scribe to assist me in the above-said Examination.

Note: All persons taking scribe as above will be allowed compensatory time.

☐ B. FOR COMPENSATORY (WITHOUT SCRIBE):

My physical limitations hamper my writing capability, and I need compensatory time. In case it is found that the information declared by the undersigned, I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

Please see that you must submit any other certificate (if applicable) within the due date as mentioned in the prospectus in addition to this, failing which the above facilities may not be provided.

COMMON RECRUITMENT EXAMINATION (CRE-5)

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE
(To be submitted on or before the date as specified in Important Dates of this information brochure)

This is to certify that, I have examined Mr/Ms/Mrs _____
 (name of the candidate with disability), a person with
 _____ (nature and percentage of disability as mentioned in the
 certificate of disability), S/o/D/o _____,
 a resident of _____ (Village/ District/ State) and to state that he / she
 has physical limitations which hampers his/her writing capabilities owing to his/her
 disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical
 Superintendent of a Government health care
 institution.

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (e.g. Visual impairment- Ophthalmologist, Locomotor disability- Prthopaedic specialist/ PMR).

Please see that you must submit any other certificate (if applicable) within the due date as mentioned in the prospectus in addition to this, failing which the above facilities may not be provided.

COMMON RECRUITMENT EXAMINATION (CRE-5)

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

* * * * *

This is to certify that, we have examined Mr./Ms/Mrs _____ (name of the candidate), S/o / D/o _____, a resident of _____ (Vill/PO/PS/District/State), aged _____ yrs, a person with _____ (nature of disability/ condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate users aids and assistive device such as prosthetics & orthotics, hearing aid _____ (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PM R specialist	Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator	Neurologist (If available)	Occupational therapist (If available)	Other Expert, as nominated by the Chairperson (If any)
Signature & Name				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Appendix B: Format for OBC certificate

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This _____ is to certify that Shri/ Smt./ Kumari
_____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union
Territory
_____ belongs to the _____ Community which is recognized as a backward
class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated
_____. Shri/Smt./Kumari _____ and/or
his/her family ordinarily reside(s) in the _____ District/Division
of the
_____ State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt
(SCT) dated 8.9.1993**.

District Magistrate: _____ Deputy Commissioner
etc.: _____ Dated: _____

Seal: _____

* The authority issuing the certificate may have to mention the details of Resolution
of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of
the Representation of the People Act, 1950.

Appendix C: Format for EWS certificate

Proforma for Economically Weaker Sections (EWS) Certificate (INCOME & ASSESSTS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)

Government of _____

(Name & Address of the authority issuing the certificate)

Certificate No.: _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt/Kumari _____ son/daughter/wife
of _____ permanent resident of _____ Village/Street
_____ Post Office _____ District _____ in the State/Union
Territory _____ Pin Code _____ whose photograph is attested below to
Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 Lakh
(Rupee Eight Lakh only) for the financial year _____ His/Her family does not own or
possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt/Kumari _____ belongs to the _____

caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward
Classes (Centre List)

Recent
Passport size
attested
photograph of
the applicant

Signature with seal of office

Name _____

Designation _____

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

COMMON RECRUITMENT EXAMINATION (CRE-5)

****Note 2:** The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The authorities competent to issue EWS Certificates are indicated below:

- (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

Appendix D: Format for Government Servants for Claiming Age Concession

The form of certificate to be produced by Government servants for claiming Age concession

(letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o, D/o, W/o, Shri..... is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

*(a) Shri/Shrimati/Kum. holds substantively a permanent post of In the Office/Department of With effect from

*(b) Shri/Smt./Kum. Has been continuously in temporary service on a regular basis under the Central Government in the post of in the Office/Department With effect from

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date: