



అఖిల భారత వైద్య విజ్ఞాన సంస్థ
अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
(Hyderabad Metropolitan Region), Telangana



File No: AIMS/BBN/Exam/2023/1353 Date: 22/06/2023
Stage-II Skill Test Examination for the post of LOWER DIVISION CLERK

The following applicants are here by informed that skill test will be conducted on
04.07.2023 (all details are given below)

Name of the Post: LOWER DIVISION CLERK				
S.no	Hall Ticket No	Applicant Name	Mark secured out 400	Remarks
1.	2020235033	BOGUDA BHARATH KUMAR	241	Provisionally Qualified for Skill Test
2.	2020235102	HANUMANTHU VASISTA RAO	203	Provisionally Qualified for Skill Test
3.	2020235178	DEEPIKA KANU	196	Provisionally Qualified for Skill Test
4.	2020235197	HAREESH DAMERA	191	Provisionally Qualified for Skill Test
5.	2020235146	CHELLIBOINA DEMUDUNAIDU	184	Provisionally Qualified for Skill Test
6.	2020235115	MUKKALA BALA AMARNADH	177	Provisionally Qualified for Skill Test
7.	2020235070	SIRIGANENI NAVANEETHA RAO	173	Provisionally Qualified for Skill Test
8.	2020235174	PRAVEEN MUDAVATH	172	Provisionally Qualified for Skill Test
9.	2020235164	C BHARGAV	169	Provisionally Qualified for Skill Test
10.	2020235044	CHIKKA PRASHANTH KUMAR	161	Provisionally Qualified for Skill Test

(Signature)

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1.	Date of Skill Test (Stage-II)	04.07.2023	Remarks
2.	Reporting timing	09.00AM	Will be mentioned in Admit Card
3.	Document verification	09.15 AM	As per Annexure-I given below
4.	Skill Test	From 11.30 AM	
5.	Nature of Examination	Qualifying nature Only	
6.	Date of issuing Admit card	27.06.2023	
7.	City of Examination (Skill Test)	Hyderabad	venue of skill Test Will be mentioned in the admit card
8.	Details of Scheme of Examination	As per Advertisement	Detailed Annexure-II given below
9.	Criteria for qualifying	The qualifying criteria is 50% in skill Test Examination.	
10.	Preparation of Merit List	Final Merit List will be based upon CBT recruitment Examination provided the candidate be qualified in Skill Test	

Important Note:

1. If the candidate is provisionally shortlisted for skill test but if he/she does not fulfill the required educational qualification, experience, age etc. as per the advertisement notification during document verification, his/her name will be automatically removed from the short list. No further correspondence in this regard will be entertained
2. The original documents of all selected candidates related to fulfilment of eligibility criteria, experience etc. will be verified by the Recruitment Cell before final appointment.
3. No TA/DA will be paid for attending Skill Test
4. All applicants are required to visit the website regularly as all subsequent Corrigendum / Addendum / Updates will only be uploaded on the Website.

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Annexure-I

Candidates are required to bring **one set of copies** of the following certificates/documents along with the **originals** thereof at the time of skill test failing which they may not be admitted to the skill test.

S.no	Certificates	Remarks
The following certificates/documents must be produced		
1.	Metric or equivalent certificate	support of date of birth and age limit
2.	12th Class or equivalent qualification from a recognized Board or University. OR Matriculation or equivalent qualification from a recognized Board or University with 5 years" experience in relevant field in government organization / Institution	As per advertisement mentioned Essential qualifications
3.	Experience Certificate	As per advertisement mentioned Essential Experience
4.	Government Servant Certificate: Prescribed Format	Available in advertisement copy Page- 32
5.	"No Objection" certificate	if you are already in service
6.	A recent passport size photograph	One
The following certificates/documents must be produced if applicable		
7.	OBC Certificate: Prescribed Format	Available in advertisement Page-27
8.	Income & Asset Certificate for EWSs – Format	Available in advertisement Page-29
9.	SC/ST Certificate: Prescribed Format	Available in advertisement Page-30
10.	(PwDs) Disability Certificate: Prescribed Format	Available in advertisement Page-31
11.	Ex-Serviceman: Prescribed Format	Available in advertisement Page-33&34
Unreserved (UR) means a candidate who is an Indian national satisfying the requirement of eligibility		



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Annexure-II

SCHEME OF EXAMINATION for post LOWER DIVISION CLERK

It is mentioned in the advertisement the outline the syllabus as under

Name of the Post: LOWER DIVISION CLERK

Sl.No	Details	Remarks
4	Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)	
	<p>a. Nature of Examination</p> <p>Qualifying Examination only.</p> <p>The Accuracy of Typing will be used for resolving ties.</p> <p>b. Mode of Examination</p> <p>Candidates will be evaluated for their typing proficiency in the computer The text for typing will be provided in the language chosen by the candidate</p> <p>c. Language of Examination: English or Hindi</p> <p>Candidates can choose either English or Hindi for the test.</p> <p>(i). For the English Test conventional QWERTY Computer Keyboard will be provided.</p> <p>(II) For the Hindi Test candidates are required to familiarize themselves with Mangal on the conventional English QWERTY Keyboard/Inscript Key Board respectively.</p> <p>There is no provision for any other type of keyboard or font for this test.</p> <p>d. Qualifying Speed for Typing Test</p> <p>Qualifying Speed for English Typewriting test for 5-minute test: 35 w.p.m. on Computer.</p> <p>Or</p> <p>Qualifying Speed for Hindi Typewriting for 5-minute test: 30 w.p.m. on Computer.</p> <p>d. Calculation of Speed</p> <p>Actual words in print being of unequal length. It is</p>	<p>Total Marks 100</p> <p>Confirmation of Questions pertaining to Paragraph/ table</p>

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necessary to apply a uniform yardstick in counting words and calculating errors

(i) Calculation of words

The standard measure is: 5 strokes / characters make one word. To determine the words typed, therefore, the number of strokes typed by the candidate will be divided by 5.

(ii) Nature of errors / mistakes

(a) Full mistakes:

Omission of every word or figure Substitution of every wrong word / figure Addition of every wrong word / figure not found in the passage

(b) Half mistakes:

Spacing errors: Where no space or extra space is provided between two words or figures

Spelling errors: Repetition or addition or transposition or omission or substitution of a letter / letters Wrong capitalization:

Wrong use of capital letters for small case letters or use of small case letters for capital letters [Not applicable for Hindi typing]

(iii) Penalty for errors / mistakes:

For each full mistake the penalty shall be 50 strokes / characters or 10 words (5 strokes = 1 word)

(iv) Method of Scoring

The Net Typing Speed and Accuracy shall be calculated for each candidate

(v) Gross Typing Speed:

Gross typing speed is calculated by the total number of strokes / characters typed per minute ignoring the mistake.

Therefore, if you have typed 1200 strokes / characters in 5 minutes shall be Number of strokes / characters per minute = $1200/5$ or 240 words Since 5 strokes / characters = 1 word. Gross Typing Speed = $240/5 = 48$ wpm

(vi) Calculation of errors:

Supposing in the above test you have made 2 Full mistakes and 10 half mistakes. The total mistakes = $2 + 10/2 = 2 + 5 = 7$ mistakes Since each mistake is equal to 50 strokes or 10 words:

Penalty= 350 strokes (7 X 50) or 70 words (7 X 10)

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	<p>in 5 minutes = 70 strokes (350/5) or 14 words (70/5) in 1 minute</p> <p>(vii) Net Typing Speed: Net Typing Speed= Gross Typing Speed – Penalty for errors / mistakes In the above case Net Typing Speed= 48-14= 34 wpm</p> <p>(viii) Accuracy Accuracy = $\frac{\text{Net Typing Speed} \times 100}{\text{Gross Typing Speed}}$ In the above case the Accuracy would thus be: Accuracy= $\frac{34 \times 100}{48}=70.83\%$</p>	
	a. Nature of Examination Qualifying Examination only. The Accuracy of Typing will be used for resolving ties.	
2	Test in spread Sheets on Microsoft Excel	<p>Basic Level Basic Functions and Formulas: basic functions such as SUM, AVERAGE, MAX, MIN, and COUNT.</p> <p>Data Entry and Formatting</p> <p>Sorting and Filtering</p> <p>Charts and Graphs</p> <p>Conditional Formatting.</p> <p>PivotTables:</p> <p>Data Validation</p>

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Dr. NITIN ASHOK JOHN
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