ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI- 110029
EXAMINATION SECTION

Notice No. 172 /2026

Dated: 06.11.2026

Subject: Schedule of Skill Test(Stage-II) for the following Group Codes for Common Recruitment Examination-5(CRE-5)-reg.

Group Code 2: Junior Administrative Officer/ Assistant Administrative Officer/ Office Assistant/ Assistant
Group Code 19: Coding Clerks/Junior Medical Record Officer/Medical Record Technician
Group Code 20: Personal Assistant/PA to Principal (S)/Stenographer/Private Secretary

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In reference to Result Notification No.245-2/2026 dated 11.08.2026 for Group Code 2, Result Notification No.245-19/2026 dated 11.08.2026 for Group Code 19 and Result Notification No.245-20/2026 dated 29.09.2026 for Group Code 20, following is schedule of Skill Test:

Group Code	Date	Venue	Reporting Time
2	19.11.2026 (Thursday)	Delhi/NCR only	Details will be uploaded in the admit card.
19*			
20	20.11.2026 (Friday)		

*For Group Code 19, the typing skill test will be applicable for only those posts in the Group where it is mentioned in the qualification as published for eligibility.

Candidates are required to report as per date and time mentioned in Admit Card for Skill Test which can be downloaded from the Candidates' Dashboard, 3 days before the examination.

Scheme of Skill Test will be applicable as mentioned in the DRA Notice no.93/2026 dated 13.06.2026 published on the AIIMS website www.aiimsexams.ac.in.

Facility of Scribe/ Compensatory Time for PwBD Candidates:

(i) Candidates with benchmark disabilities (PwBD) are eligible for the assistance of scribe/compensatory time only if they have uploaded the requisite certificates as mentioned under "Section IV: Certificates" of the Detailed Recruitment Advertisement (Notice No. 93/2026 dated 13.06.2026).

(ii) All candidates eligible for the facility of scribe and/or compensatory time shall be granted compensatory time of not less than 20 minutes per hour of the examination. In cases where the duration of the examination is less than one hour, compensatory time shall be allowed on a pro-rata basis, subject to a minimum of 5 minutes, and must be in multiples of 5 minutes.

(iii) The Scribe can render only assistance to the candidate, i.e., reading instructions, test paper and mouse clicks, if the candidate is not able to do so. Explanation/Interpretation/Typing of question paper/Answer is strictly prohibited and may result in cancellation of the candidature.

(iv) PwBD candidate requiring any assisting device for the Skill test must obtain permission in advance from Examination Section, New Delhi.

Note: For Group Code 20; Compensatory time shall be granted on a pro-rata basis only for the Transcription Test. This provision shall not applicable to the Dictation Test for all the posts mentioned under the group code.

Instructions to the candidates for Skill Test Examination:

1. Candidates are advised to read the instructions carefully given on and separately with the admit card in order to avoid disqualification, forbidding to appear in Examination hall and time loss etc.
2. After completion of Physical Verification with admit card & ID proof (mentioned on the admit card), Frisking

and Biometric / IRIS capturing, the candidates will be required to take their allocated seat before commencement of the Exam. If the computer goes out of order during the typing/dictation/noting & drafting, the candidate should not get up or shout or disturb others but should remain seated quietly and inform the invigilator by raising a hand.

3. Candidates should enter their particulars (roll number, etc.) in the space provided on the screen verify his/her personal details on the next screen and press the button "Confirm". He should familiarize himself on the Instruction Manual to Candidates for appearing in Skill Test in Typing/Transcription of Stenography.
4. Candidate will give his/her attendance on the admit card where space has been provided for that.
5. On completion of the test, they shall remain seated at their seat and wait until their scripts and attendance i.e. Admit card are collected and accounted for. Candidates shall not be permitted to leave the Examination Hall Until the expiry of the Test.
6. Silence & polite behavior must be observed with the Officer/Staff deputed in the Examination Hall. Candidates are not allowed to discuss among themselves.
7. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the commission may deem fit.
8. **The Skill test is only qualifying in nature and marks will not be added for preparation of merit.**

9. <u>The details of Examination/Skill Test(Stage-II) are as follows: -</u>

(i) <u>For Group Code: 2</u>

- The duration of skill test(Stage-II) will be of 01 Hour (60 Minutes).
- There will be 04 Questions (02 each from Noting & Drafting and Precise writing) in English Medium Only.
- Indentation using tab or space is required and allowed in platform. Other than indentation no other kind of formatting is required and no formatting option will be available in software.
- No separate time frame for any particular questions. Candidate can go and write any question within the given time i.e. within 60 minutes.

(ii) <u>For Group Code: 19</u>

- The duration, mode and method of test etc. has already been shared with scheme of Examination in the Advertisement.
- Candidates can give the Skill Test in any of the language i.e. Hindi or English.
- Candidates for Hindi Transcription (Typing) are advised to choose Mangal Font(Inscript)/Remington CBI/Remington GAIL as their keyboard Layout option.
- After completing the typing of the passage once, candidates are advised not to re- type the passage. If spare time is available, candidates may utilize the time for checking the typescript and making corrections.

(iii) <u>For Group Code: 20</u>

- All different posts require Stenography/Dictation on different speed and typing duration of transcription is also different, accordingly all qualified candidates under this Group Code will require to go through different tests as scheduled and mentioned in the admit card for consideration of that particular post.

  Example- If a candidate qualifies the speed/dictation test of Stenographer, will be considered only for Stenographer not for PA posts and vice-versa. Same goes with other posts also.
- **<u>Dictation will be done through Recorded Audio</u>**. After two trial passage of one minute each, the actual passage will be played. As soon as it is over, the candidates shall read their shorthand notes silently for ten minutes. The time for commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison, correction etc. within the stipulated time.
- Based on the language choice chosen through online link given in email Id, candidates will be able to

give their test either in Hindi or English. Change of language preference will not be entertained. (**Provide your language preference for Skill test in the link provided on your Dashboard before 14th November, 2026(upto 05:00 PM), failure to do so will result in default language of Skill Test which is English**)

- Candidates will be provided a blank page on computer for Transcription(Typing), which will have embedded with English/Hindi typing. Candidates for Hindi Transcription (Typing) are advised to choose Mangal Font(Inscript)/Remington CBI/Remington GAIL as their keyboard Layout option.
- VH Candidates who bring their BRAILLE Typewriter will be allotted an isolated Seat to avoid any disturbance to other candidates.
- Be patient during examination and keep calm. You can contact the invigilator by raising hand from the seat for any problem, such as: -

a. Key-board error
b. Machine automatic shutdown
c. Software crash
d. Browser crash
e. Artificially expiring session

- **The Examination Section, AIIMS will provide the Computer and Shorthand (Notebook) for the test.**
- **No candidates will be allowed to bring his own keyboard.**
- **Candidates should bring their own Pen/Pencil/Eraser/Sharpener for the test in a transparent pouch. AIIMS will not provide any stationary.**
- Candidates will have to write the details on the cover page of the **Notebook**.
- Candidates are advised to use both the side of the Shorthand **Notebook** while taking dictation.
- Candidates should not tear any page from the Notebook given to them. Candidates must write their roll no. and name on each page of the Notebook, sign and handover the same to the invigilator after the test. Candidates are informed that the Shorthand Notebook will be scrutinized by the AIIMS before finalization of the result of the skill test.
- Candidates should not take their Notebook or any blank typing paper out of the Examination Hall.
- They must not type, write or erase after the expiry of the allotted time.

Sd/-
ASSISTANT CONTROLLER (EXAMINATION)