

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

SCHEME OF EXAMINATION FOR THE POST OF ASSISTANT LEGISLATIVE/ COMMITTEE/ PROTOCOL/ EXECUTIVE OFFICER

The Examination Scheme for recruitment to the post of Assistant Legislative/ Committee/ Protocol/ Executive Officer in the Rajya Sabha Secretariat shall consist of the following three stages :-

- Stage I. Preliminary Examination**
Stage II. Main Examination
Stage III. Computer Proficiency Test

2. PRELIMINARY EXAMINATION

The Preliminary Examination shall be a Screening Test for short-listing of candidates to appear in the Main Examination. It shall consist of only one paper having Objective-type Multiple-choice based questions. The details of the paper are as under:

Paper	Part	Subject	No. of Questions	Marks	Duration
Objective Type	A	General Intelligence	50	50	2 Hours
	B	General Awareness	50	50	
	C	General English	50	50	
	Total		150	150	

Note:

- (i) There shall be a **NEGATIVE MARKING** for every wrong answer. A total of 1/4th of the marks assigned to a question, i.e. 0.25, will be deducted for every wrong answer.
- (ii) The marks secured by the candidates in this examination shall **NOT** be taken into account towards the preparation of Merit List.

3. MAIN EXAMINATION

The Main Examination shall consist of the following papers:-

Paper	Subject	No. of Questions	Marks	Duration
Paper I (Objective Type)	General Studies	150	150	2 Hours
Paper II (Descriptive Type)	English Language	--	300	3 Hours
Paper III (Descriptive Type)	The Constitution of India	--	300	3 Hours
Total			750	

Note:

- (i) In Paper – I, there shall be a **NEGATIVE MARKING** for every wrong answer. A total of 1/4th of the marks assigned to a question, i.e. 0.25, will be deducted for every wrong answer.
- (ii) Based on the performance in the Main Examination, candidates would be shortlisted for the next Stage of the Examination, i.e., the Computer Proficiency Test.

4. MINIMUM QUALIFYING PERCENTAGE OF MARKS

The category-wise Minimum Qualifying Percentage of marks in **EACH PAPER** of the Main Examination shall be as follows:-

UR/EWS	OBC	SC/ST
40%	35%	30%

5. COMPUTER PROFICIENCY TEST

The candidates shortlisted for this Stage shall be required to undergo a Computer Proficiency Test (CPT), comprising of the following three modules -

Sr. No.	Module	Description	Time (in minutes)
(i)	Word Processing Test	Candidates shall be required to type a passage <u>in English OR Hindi</u> at the typing speed of 26.7 w.p.m. (8000 key depressions per hour), with not more than 5% error hits/mistakes.	10
(ii)	Test in Spread Sheet on Microsoft Excel	Candidates shall be required to prepare spreadsheet(s) as per the exercise(s) given.	15
(iii)	Test in Power Point on Microsoft Power Point	Candidates shall be required to prepare presentation slide(s) as per the exercise(s) given.	15

Note:

- (i) The CPT shall be of **QUALIFYING NATURE** only.
- (ii) All the candidates appearing in the Test are required to achieve a **MINIMUM BENCHMARK** prescribed by this Secretariat, in this regard.
- (iii) If a candidate does not appear in CPT or fails to qualify the CPT as per prescribed benchmark, he/she will not be considered for further selection process.

6. MERIT LIST

Merit List shall be prepared based on the overall marks obtained by the candidates in the Main Examination (750 marks) only. Candidates eliminated at any Stage of the recruitment process shall not be included in the final Merit List.

* * * * *