RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

SCHEME OF EXAMINATION FOR THE POST OF PERSONAL ASSISTANT

The Examination Scheme for recruitment to the post of Personal Assistant in the Rajya Sabha Secretariat shall consist of the following stages:-

Stage I.	**Preliminary Examination**
Stage II.	**Skill Test**
Stage III.	**Main Examination**

2. PRELIMINARY EXAMINATION

The Preliminary Examination shall be a Screening Test for short-listing of candidates to appear in the next stage of the Recruitment Process *i.e.* Skill Test. This examination 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 final Merit List.

3. SKILL TEST:

The candidates shortlisted for this Stage shall be required to undergo the following two types of Skill Tests**:**

I. STENOGRAPHY SKILL TEST

The module of Stenography Skill Test (SST) shall be as per the following details:

Subject	Duration of Dictation	Transcription Time	Condition
Shorthand Test at 80 W.P.M. in English **AND/OR** Shorthand Test at 80 W.P.M. in Hindi	10 minutes	• 50 minutes for Stenography Test in English • 65 minutes for Stenography Test in Hindi (This time includes 10 minutes for reading of notes)	Not more than 5% of mistakes are permissible

II. COMPUTER PROFICIENCY TEST

The candidates 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 (Typing Test)	Candidates shall be required to type with a minimum typing speed of **40 words per minute** (12000 key depressions per hour) in **English OR 35 words per minute** (10500 key depressions per hour) in **Hindi** on Computer, 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 SST & 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 SST/CPT or fails to qualify the SST/CPT as per prescribed benchmark, he/she will not be considered for further selection process.
(iv) A candidate appearing in the Stenography Skill Test in a particular language (English or Hindi) has to **MANDATORILY** appear in the Word Processing Test (Typing Test) in the same language.
(v) A candidate qualifying Word Processing Test (Typing Test) in English language during the recruitment process; if selected, shall be required to qualify Word Processing Test (Typing Test) in Hindi language during Probation, and *vice versa*.
(vi) **Though as stated in point (i) above, the SST is of qualifying nature only,** the candidates qualifying Stenography Skill Test in BOTH ENGLISH AND HINDI languages, at the requisite speed, shall be provided 30 marks as Bonus at the time of preparation of final Merit List.

4. 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/ Hindi Language**	--	200	3 Hours
Total			**350**	

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) A candidate choosing Stenography Skill Test with English as the primary language (and not as the secondary option to get Bonus Mark) shall **MANDATORILY** have to appear in English language paper in Paper II of the Main Examination and similarly in case of Hindi language.

5. 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%

6. MERIT LIST

The Merit List shall be prepared based on the overall marks obtained by the candidates in the Main Examination (350 marks) and Bonus Marks (30 marks), if any. Candidates eliminated at any Stage of the Recruitment Process shall not be included in the final Merit List.

7. POST-APPOINTMENT MANDATORY CONDITION OF QUALIFYING A TYPING TEST IN ENGLISH/HINDI DURING PROBATION

As already stated under point (v) of para 3 above, it is reiterated that the candidates recommended for appointment to this post in the Rajya Sabha Secretariat shall be required to adhere to the following condition during their probation, as per the Recruitment Rules of this Post:

"A candidate qualifying after opting to take stenography test in English language with typing speed of 40 w.p.m. will be required to qualify typing test in Hindi language with a typing speed of 35 w.p.m. during his probation failing which their probation may not be cleared by the appointing authority. Similarly, a candidate qualifying after opting to take stenography test in Hindi language with typing speed of 35 w.p.m. will be required to qualify typing test in English language with a typing speed of 40 w.p.m. Candidates have to work as Hindi/English steno cum typist irrespective of their qualifying stenography/typing test in language they opted during the examination."

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