

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

Scheme of Examination for Departmental Examination for the post of Assistant Private Secretary

The Scheme of Examination for Departmental Examination for the post of Assistant Private Secretary in the Rajya Sabha Secretariat shall consist of the following :-

- I. SKILL TEST
- II. WRITTEN EXAMINATION
- III. EVALUATION OF SERVICE RECORDS

I. SKILL TEST:

The candidates shall be required to undergo the following two types of Skill Tests:

I (a). 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 120 W.P.M. in English OR Shorthand Test at 120 W.P.M. in Hindi	07 minutes	<ul style="list-style-type: none">55 minutes for Stenography Test in English70 minutes for Stenography Test in Hindi (This time includes 10 minutes for reading of notes)	Not more than 5% of mistakes are permissible

Note: Dictation of trial passage of 2 minutes duration will be given before the test passage in English as well as Hindi Stenographic Test.

The Stenography Skill Test shall carry a maximum of **200 marks**.

II (b). TYPING TEST

The details of the Typing Test are as under:

- (i) The candidates shall be required to achieve a **MINIMUM BENCHMARK** prescribed in typing, *i.e.*, qualify 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.**
- (ii) The Typing Test shall be of **QUALIFYING NATURE** only.

- (iii) A candidate appearing in the Stenography Skill Test in a particular language (English or Hindi) has to **MANDATORILY** appear in the Typing Test in the same language.
- (iv) **Though the Typing Test, as stated in point (ii) above, is of qualifying nature only, the candidates qualifying the Typing Tests 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.**

II. WRITTEN EXAMINATION:

The Written Examination shall consist of the following papers:-

Paper	Subject	No. of Questions	Max. Marks	Duration
Paper I (Objective)	General Studies, and Functioning of the Rajya Sabha and its Secretariat	100	100	1 ½ Hours
Paper II (Descriptive)	English/Hindi Language	-	100	2 Hours
Total			200	

Note:

- (i) In Objective Type paper, *i.e.*, in Paper 1 of the Written Examination, 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 Written Examination and similarly in case of Hindi language.
- (iii) The category-wise Minimum Qualifying Percentage of marks in each paper of Written Examination *i.e.* **PAPER I & II** shall be as follows:-

SC/ST	Others
30%	40%

III. EVALUATION OF SERVICE RECORDS:

The evaluation of record of service of such candidates, who qualify both - the Skill Test at prescribed benchmark and the Written Examination by securing the minimum qualifying percentage of marks - shall be done based on the APARs of the last three years. It shall carry a weightage of maximum **100 marks**.

MERIT LIST:

The Merit List shall be prepared based on the overall marks obtained by the candidates in the Stenography Skill Test (200 marks), Written Examination (200 marks), Evaluation of Service Record (100 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.**
