

**RAJYA SABHA SECRETARIAT**  
**(RECRUITMENT CELL)**

**SCHEME OF EXAMINATION FOR DEPARTMENTAL EXAMINATION FOR THE**  
**POST OF OFFICE WORK ASSISTANT (ENGLISH/HINDI)**

1. The Scheme of Departmental Competitive Examination for promotion to the post of Office Work Assistant in the Rajya Sabha Secretariat shall consist of the following stages:-

**STAGE I. - Typing Skill Test and Computer Proficiency Test (CPT)**

**STAGE II. - Main Examination**

2. **STAGE I. - TYPING SKILL TEST AND COMPUTER PROFICIENCY TEST (CPT)**

**a) TYPING SKILL TEST**

The Typing Skill Test shall be conducted as per the following details:

Paper	Subject	Marks	Duration
Typing Test	Typing Skill Test @ 40 w.p.m. in English <u>OR/AND</u> Typing Skill Test @ 35 w.p.m. in Hindi	150 Marks	10 minutes

**b) COMPUTER PROFICIENCY TEST (CPT)**

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

Sr. No.	Module	Description	Time (in minutes)
(i)	Test in Spread Sheet on Microsoft Excel	Candidates shall be required to prepare spreadsheet(s) as per the exercise(s) given.	15
(ii)	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) In the Typing Skill Test, not more than **5%** error hits/mistakes shall be admissible.
- (iii) All the candidates appearing in the CPT are required to achieve a **MINIMUM BENCHMARK** prescribed by this Secretariat, in this regard.
- (iv) If a candidate does not appear in Typing Skill Test/CPT or fails to qualify them as per the prescribed benchmark, he/she will not be considered for further selection process.

- (v) The candidates qualifying Typing Skill Tests in both English and Hindi languages, at requisite speed, shall be provided 20 marks as Bonus at the time of preparation of final Merit List.

### 3. STAGE II. - MAIN EXAMINATION

The Main Examination shall consist of the following papers:

#### Paper - I (Objective Type)

Part	Subject	No. of Questions	Marks	Duration
A	General Intelligence	25	25	2 Hours
B	General Awareness	25	25	
C	General English	25	25	
D	Quantitative Aptitude	25	25	
E	Functioning of the Rajya Sabha and its Secretariat	25	25	
<b>Total</b>		<b>125</b>	<b>125</b>	

#### Paper - II (Descriptive Type)

Paper	Subject	Examination	No. of questions	Marks	Duration
Language Paper	<b>English Language OR Hindi Language</b>	Descriptive Type	--	<b>150</b>	<b>3 Hours</b>
	<b>Total</b>			<b>150</b>	

#### Note:

- Paper- I shall be of **QUALIFYING** nature only.
- 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.
- The marks secured by the candidates in the Main Examination (Paper-II) **shall be** counted towards preparation of the final Merit List.
- A candidate choosing Typing 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 *vice versa*. The option for language viz. English or Hindi is to be exercised at the time of applying for this post. The option of language exercised at the time of filling of the form for the post cannot be changed at later stage under any circumstances.

**4. MINIMUM QUALIFYING PERCENTAGE OF MARKS**

The category-wise Minimum Qualifying Percentage of marks in the Main Examination (Paper-I and Paper-II) shall be as follows:-

SC/ST	OTHERS
30%	40%

**5. MERIT LIST**

The Merit List shall be prepared based on the overall marks obtained by the candidates in the Typing Skill Test (150 marks), Main Examination (150 marks), and Bonus Marks (20 marks) obtained, if any.

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