

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

**INDICATIVE SYLLABUS OF EXAMINATION FOR THE POST OF ASSISTANT RESEARCH /
REFERENCE OFFICER**

PRELIMINARY EXAMINATION

Part – A: General Intelligence

Questions shall be both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding, etc..

Part – B: General Awareness

Questions shall aim at testing the candidates' awareness of current events and environment around them, besides testing the knowledge of Indian Polity, Indian Constitution, Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, General issues on Environmental ecology, Bio-diversity and Climate Change, etc.

Part – C: General English

Questions in this component shall be designed to test the candidates understanding, correct usage and knowledge of English Language in general and will be based on error recognition, fill in the blanks (using Verbs, Prepositions etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

MAIN EXAMINATION

Paper – I: English Language

This paper is aimed to test the skills and abilities of the candidate in Essay, Paragraph Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English, Grammar etc.

Paper – II: The Constitution of India

This paper is intended to test the candidates' understanding of the nature and working of the Indian Constitution. The candidates are also expected to keep themselves abreast of all the landmark judicial interpretations of the Constitution. Accordingly, the indicative syllabus of this paper *inter alia* includes the following topics:

- Evolution and making of the Indian Constitution;

- Salient features of the Constitution – Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties, Basic Structure doctrine, Emergency Provisions, Amendments to the Constitution;
- Nature of the Indian Constitution – Federal, Unitary, Quasi-federal, Separation of Powers, Distribution of Legislative and Administrative Powers between Union and States;
- The Union and the State Executives, Panchayati Raj Institutions, Relations between the Union and the States, Trade and Commerce within India, Comptroller and Auditor General of India;
- Parliament and State Legislatures – Composition of Parliament and State legislatures, Delimitation, Officers of Parliament, Qualification/Disqualification of Members, Legislative Practice & Procedures, Legislative Power, Privilege and Immunities, Secretariat of Parliament, Committee System of Parliament, various tools for Parliamentary oversight over the Executive – Laying of Papers, Questions, Short Duration discussion, Zero Hour, Motions, Resolutions, etc., Parliamentary control over subordinate legislation, Government assurance, Role of Ministry of Parliamentary Affairs;
- Union and State Judiciary – Composition, Appointment and Removal of Judges, Jurisdiction, Power of Review, Writs, Judicial Activism and overreach/self-restraint, Public Interest Litigation- PIL; and
- Elections, Services, Tribunals, Languages, etc.

Paper – III: Research Aptitude and Data Analysis

This paper is intended to test a candidate's ability to identify relevant research material both from primary and secondary resources, his/her ability of research methodology including ability to critically evaluate information, present information in lucid, coherent and analytical manner, and in proper perspective, read and interpret graphical data, etc. The indicative syllabus for this Paper shall *inter alia* include the following topics:

- Drafting research/reference note on constitutional, national and international issue by extracting relevant information from published sources such as news reports, articles, published reports, documents, etc.
- Drafting of reports.
- Data Interpretation and Analysis of Parliamentary and Sectoral data, Budgetary Statistics, etc.
- Drafting of questionnaire on a subject/issue.

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