

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

INDICATIVE SYLLABUS OF EXAMINATION FOR THE POST OF
OFFICE WORK ASSISTANT-ENGLISH/HINDI -DIRECT RECRUITMENT

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, Sports, Indian Culture, Indian History, Indian Geography, Economics, etc.

Part – C: General English

Questions in this component shall be designed to test the candidates' basic 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.

Part – D: Quantitative Aptitude

Questions are designed to test the candidates' ability to solve basic Arithmetical operations. Test may include questions on number system, algebra, geometry, fundamental arithmetical operations, profit and loss, time and work, partnership, etc.

MAIN EXAMINATION

Language Paper (English/ Hindi)

This paper is aimed to test:-

- (i) the candidates' knowledge and understandings on the basics of English/ Hindi language such as grammar, vocabulary, spellings, active/passive voice of verbs, comprehension passage, improvement of sentences, idioms and phrases, one word substitution, etc.
- (ii) the candidates' skills and abilities in Essay writing, Paragraph Writing, Precis Writing, Comprehension, Drafting of letters, etc.
