

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

**INDICATIVE SYLLABUS OF DEPARTMENTAL EXAMINATION FOR THE POST
OF SENIOR SECRETARIAT ASSISTANT**

I - WRITTEN EXAMINATION

Paper – 1: Writing Ability and Communication Skills

In this Paper, candidates shall be tested for their writing ability and communication skills required in the day-to-day functioning of the Rajya Sabha Secretariat. A list of topics (indicative only) in this regard is as under:

- preparing notes on specific problems;
- drafting various forms of communications prevalent in government organizations *viz.* Letters, Office Memorandum, Demi-Official Letter, Inter-departmental note, Office Order, Notification, Press communiqué/Note, Circular, Notice, Summons, etc.;
- writing Précis from a given passage;
- essay/paragraph writing on a given topic; and
- correct usage of words/phrases/language/parliamentary terms used in Rajya Sabha/Rajya Sabha Secretariat/Government.

Paper – 2: The Constitution of India

The indicative syllabus of this paper, *inter alia*, includes the following topics:

- 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, Comptroller and Auditor General of India;
- Parliament and State Legislatures – Composition of Parliament and State legislatures; Conduct of Business; Disqualifications of Members; Powers, Privileges and Immunities of Parliament and its Members; Legislative

Procedure; Procedure in Financial Matters; Legislative powers of the President;

- Union and State Judiciary – Composition, Appointment and Removal of Judges, Jurisdiction, Power of Review, Writs; and
- Elections, Services, Tribunals, Languages, etc.

Paper – 3: Functioning of the Rajya Sabha and its Secretariat

This paper intends to test the candidates' knowledge and understanding of the functioning, practice and procedures of the Rajya Sabha and its Secretariat. A list of relevant Act/Rules/Manuals/Documents (indicative only) governing the conduct and procedure of the Rajya Sabha and its Secretariat are given below:

- (i) Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha);
- (ii) Rules of Procedure (Internal Working) of the Department-related Parliamentary Standing Committees (Rajya Sabha);
- (iii) Manual of Office Procedure, Rajya Sabha Secretariat (latest edition);
- (iv) The Central Civil Services (Conduct) Rules, 1964;
- (v) General Financial Rules, Government of India (latest edition);
- (vi) Right to Information Act, 2005;

II - SERVICE RECORDS

Evaluation of Service Records

Marks shall be awarded to the candidates on the basis of scores/grading secured by them in their APARs.

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