

**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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