

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

INDICATIVE SYLLABUS OF DEPARTMENTAL EXAMINATION FOR THE POST OF ASSISTANT PRIVATE SECRETARY

I - WRITTEN EXAMINATION

PAPER I: GENERAL STUDIES, AND FUNCTIONING OF THE RAJYA SABHA AND ITS SECRETARIAT

- **GENERAL STUDIES:**

This section is aimed to test the candidates' general awareness of a range of topics/issues included in the syllabus. The scope of the paper shall be of general nature only, not requiring any specialized study of the topics included in the syllabus.

The indicative syllabus includes - Current Events of National and International importance; Indian History: Ancient, Medieval & Modern; Indian Polity and Governance; Indian and World Geography; Social and Economic Development; Environmental Ecology, Climate Change, Disaster Management; General Science & Technology, etc.

- **FUNCTIONING OF THE RAJYA SABHA AND ITS SECRETARIAT**

This section 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;

PAPER II: ENGLISH/ HINDI 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/ Hindi, Grammar etc.

II - EVALUATION OF SERVICE RECORDS

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