

**RAJYA SABHA SECRETARIAT**  
**(RECRUITMENT CELL)**

**INDICATIVE SYLLABUS OF DEPARTMENTAL EXAMINATION FOR THE POST OF  
LEGISLATIVE/ COMMITTEE/ PROTOCOL/ EXECUTIVE OFFICER**

**WRITTEN EXAMINATION**

**Paper – I: The Constitution of India**

This paper intends 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; 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, Judicial Activism and overreach/self-restraint, Public Interest Litigation- PIL; and
- Elections, Services, Tribunals, Languages, etc.

**Paper – II: 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;
- correct usage of words/phrases/language/parliamentary terms used in Rajya Sabha/Rajya Sabha Secretariat/Government; and
- report writing on a given topic.

### **Paper – III:**

#### **Part A: General Studies**

This paper 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 and World Geography; Social and Economic Development; Environmental Ecology, Climate Change, Disaster Management; General Science & Technology, etc.

#### **Part B: 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) Directions by the Chairman, under the Rules of Procedure and Conduct of Business in Rajya Sabha;
- (iii) Rules of Procedure (Internal Working) of the Department-related Parliamentary Standing Committees (Rajya Sabha);
- (iv) Manual of Office Procedure, Rajya Sabha Secretariat (latest edition);
- (v) The Central Civil Services (Conduct) Rules, 1964;
- (vi) General Financial Rules, Government of India (latest edition);
- (vii) Right to Information Act, 2005;
- (viii) Official Languages (Use for Official Purposes of the Union) Rules, 1976; and
- (ix) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

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