

## Syllabus of Written Test

### **JUNIOR SECRETARIAT ASSISTANT [General/F&A/S&P]**

[Erstwhile Assistant Gr. III (G/F&A/S&P)]

For these posts, there will be two papers (Paper – I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination.
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the questions on English Language.
<b>Standard of Exam</b>	Class XII
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	2 hours 30 minutes

#### **Paper – I (Time Allotted – 90 minutes)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
Mental Ability Test*	100	200 (Two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*\*Mental Ability Test Will be so devised so as to include general intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.*

#### **Paper – II (Time Allotted – 1 hour)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Awareness	50	150 (three marks for every correct answer)	One negative marks for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative marks for every wrong answer

## **JUNIOR STENOGRAPHER**

### **A. Scheme of Competitive Written Examination for Junior Stenographer**

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the Questions on English Language
<b>Standard of Examination</b>	10+2/XII
<b>Total No. of Question</b>	200
<b>Total No. of Question</b>	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **One Paper** with three parts as detailed below:

<b>Part</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
I	General Intelligence & Reasoning	50	50	0.25 Marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 Marks is deducted for every wrong answer
III	English language & Comprehension	100	100	0.25 Marks is deducted for every wrong answer