

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

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

A - WRITTEN EXAMINATION

Paper – I:

(i) 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 Polity and Governance; Indian and World Geography; Social and Economic Development; Environmental Ecology, Climate Change, Disaster Management; General Science & Technology, etc.

(ii) 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) Manual of Office Procedure, Rajya Sabha Secretariat (latest edition);
- (iii) The Central Civil Services (Conduct) Rules, 1964;
- (iv) Right to Information Act, 2005;

Paper – II: English Language

This paper is aimed to test the skills and abilities of the candidate in Essay, Paragraph Writing, Précis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English, Correct usage of words/phrases/language/parliamentary terms used in Rajya Sabha/Rajya Sabha Secretariat/Government, Grammar etc.

B - 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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