

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

**SCHEME OF EXAMINATION FOR OPEN COMPETITIVE EXAMINATION FOR THE POST OF SECRETARIAT ASSISTANT**

1. The Examination Scheme for recruitment to the post of Secretariat Assistant in the Rajya Sabha Secretariat- English/Hindi shall consist of the following stages:-

- Stage I. Preliminary Examination**  
**Stage II. Main Examination**  
**Stage III. Typing Skill Tests and Computer Proficiency Test (CPT)**

**2. PRELIMINARY EXAMINATION**

The Preliminary Examination shall be a Screening Test for short-listing of candidates to appear in the next stage of the Recruitment Process i.e. Main Examination. This examination shall consist of only one Paper having Objective-type Multiple-choice based questions. The details of the Paper are as under:

Paper	Part	Subject	No. of Questions	Marks	Duration
Objective Type	A	General Intelligence	50	50	2 Hours
	B	General Awareness	50	50	
	C	General English	50	50	
	<b>Total</b>		<b>150</b>	<b>150</b>	

**Note:**

- (i) There shall be a **NEGATIVE MARKING** for every wrong answer. A total of 1/4<sup>th</sup> of the marks assigned to a question, *i.e.* 0.25, will be deducted for every wrong answer.  
(ii) The marks secured by the candidates in this examination shall **NOT** be taken into account towards the preparation of final Merit List.

**3. MAIN EXAMINATION**

The Main Examination shall consist of the following papers:

Paper	Subject	No. of questions	Marks	Duration
Paper I (Objective Type)	General Studies	150	150	2 Hours
Paper II (Descriptive Type)	English Language	--	200	3 Hours
<b>Total</b>			<b>350</b>	

**Note:**

- (i) In Paper - I, there shall be a **NEGATIVE MARKING** for every wrong answer. A total of 1/4<sup>th</sup> of the marks assigned to a question, *i.e.* 0.25, will be deducted for every wrong answer.

- (ii) Based on the performance in the Main Examination, candidates would be shortlisted for the next Stage of the Examination, *i.e.*, the Skill Test and Computer Proficiency Test (CPT).

#### 4. SKILL TEST AND COMPUTER PROFICIENCY TEST (CPT)

The candidates shortlisted for this Stage shall be required to undergo the following Tests:

##### I. TYPING SKILL TEST

The Typing Skill Test shall be conducted as per the following details:

Test		Duration
(i)	Typing Test in English @ 35 w.p.m. (10500 key depressions per hour) on computer	10 minutes

**OR**

Test		Duration
(ii)	Typing Test in Hindi/Urdu @ 30 w.p.m. (9000 key depressions per hour) on computer	10 minutes

##### II. COMPUTER PROFICIENCY TEST (CPT)

The candidates shall be required to undergo a Computer Proficiency Test (CPT), comprising of the following modules -

Sr. No.	Module	Description	Time (in minutes)
(i)	Test in Spread Sheet on Microsoft Excel	Candidates shall be required to prepare spreadsheet(s) as per the exercise(s) given.	15
(ii)	Test in Power Point on Microsoft Power Point	Candidates shall be required to prepare presentation slide(s) as per the exercise(s) given.	15

##### **NOTE:**

- (i) The Typing Skill Test and CPT shall be of **QUALIFYING NATURE** only.
- (ii) In the Typing Skill Test not more than **5%** error hits/mistakes shall be permissible.
- (iii) All the candidates appearing in the CPT are required to achieve a **MINIMUM BENCHMARK** prescribed by this Secretariat, in this regard.
- (iv) If a candidate does not appear in Typing Skill Test and/or the CPT or fails to qualify them as per the prescribed benchmark, he/she will not be considered for further selection process.
- (v) In the Typing Skill Test the candidates shall have to qualify in English or Hindi/Urdu at the prescribed speed. The option for language viz. English or Hindi/Urdu is to be exercised at the time of applying for this post. The option of language exercised at the time of filling of the form for the post cannot be changed at a later stage **under any circumstances.**
- (vi) A candidate opting for English typing, if qualifies Hindi typing as well, **OR** vice versa, shall be provided 20 marks as Bonus at the time of preparation of final Merit List.

## 5. MINIMUM QUALIFYING PERCENTAGE OF MARKS

The category-wise Minimum Qualifying Percentage of marks in **EACH PAPER** of the Main Examination shall be as follows:-

<b>UR/EWS</b>	<b>OBC</b>	<b>SC/ST</b>
40%	35%	30%

## 6. MERIT LIST

The Merit List shall be prepared based on the marks obtained by the candidates in the Main Examination (350 marks) and Bonus Marks (20 marks), if any. Candidates eliminated at any Stage of the Recruitment Process shall not be included in the final Merit List.

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