

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

SCHEME OF EXAMINATION FOR THE POST OF ASSISTANT RESEARCH / REFERENCE OFFICER

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

Stage I. Preliminary Examination

Stage II. Main Examination

2. PRELIMINARY EXAMINATION

The Preliminary Examination shall be a Screening Test for short-listing of candidates to appear in the Main Examination. It 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	
	Total		150	150	

Note:

- (i) There shall be a **NEGATIVE MARKING** for every wrong answer. A total of 1/4th 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 Merit List.

3. MAIN EXAMINATION (900 Marks)

The Main Examination shall consist of the following papers:-

Paper	Subject	Marks	Duration
Paper I (Descriptive Type)	English Language	300	3 Hours
Paper II (Descriptive Type)	The Constitution of India	300	3 Hours
Paper III (Descriptive Type)	Research Aptitude and Data Analysis	300	3 Hours
Total		900	

4. MINIMUM QUALIFYING PERCENTAGE OF MARKS

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

UR/EWS	OBC	SC/ST
40%	35%	30%

5. BONUS MARKS (25 Marks)

Candidates qualifying the Main Examination and having a PhD/Doctorate degree in any discipline would be awarded a Bonus Marks to the tune of 25 marks. These marks would be reckoned while preparing the final Merit List for the post and would be over and above the marks secured by the candidates in the Main Examination. For availing this Bonus Marks, candidates should have been awarded the degree on or before the cut-off date fixed as per the advertisement for this post.

6. MERIT LIST

Merit List shall be prepared based on the overall marks obtained by the candidates in the Main Examination (900 marks) and Bonus Marks (25 marks), if any. Candidates eliminated at any Stage of the recruitment process shall not be included in the final Merit List.

7. POST-APPOINTMENT MANDATORY CONDITION OF QUALIFYING A COMPUTER PROFICIENCY TEST (CPT) DURING PROBATION

The candidates recommended for appointment to this post in the Rajya Sabha Secretariat shall, subsequent to their joining, during their probation period, would be mandatorily required to qualify a Computer Proficiency Test (CPT), comprising of the following modules -

COMPUTER PROFICIENCY TEST (CPT)

Sr. No.	Module	Description	Time (in minutes)
(i)	Word Processing Test	Candidates shall be required to type a passage <u>in English OR Hindi</u> at the typing speed of 26.7 w.p.m. (8000 key depressions per hour), with not more than 5% error hits/mistakes.	10
(ii)	Test in Spread Sheet on Microsoft Excel	Candidates shall be required to prepare spreadsheet(s) as per the exercise(s) given.	15
(iii)	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 CPT shall be of **QUALIFYING NATURE** only.
- (ii) The candidates are required to achieve a **MINIMUM BENCHMARK** prescribed by the Secretariat, in this regard.

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