

Syllabus for Recruitment to the post of Secretariat Assistant

Syllabus:

The syllabus of the Preliminary Examination (Objective type) and the Main Examination (Descriptive type) for recruitment to the post of Secretariat Assistant in the Rajya Sabha Secretariat is as under:

Preliminary Examination

General Intelligence and Reasoning Ability

Questions shall be both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding, etc..

General Awareness

Questions shall aim at testing the candidate's awareness of current events and environment around him/her, besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.

English Language

Questions in this component are designed to test the candidate's understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

Main Examination

Paper I: English Language

This paper will test the skills and abilities of the candidate in Essay Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English.