

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

**INDICATIVE SYLLABUS OF EXAMINATION FOR THE POST OF PERSONAL ASSISTANT**

**PRELIMINARY EXAMINATION**

**Part – A: General Intelligence**

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

**Part – B: General Awareness**

Questions shall aim at testing the candidates' awareness of current events and environment around them, besides testing the knowledge of Indian Polity, Indian Constitution, Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, General issues on Environmental ecology, Bio-diversity and Climate Change, etc.

**Part – C: General English**

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

**MAIN EXAMINATION**

**Paper – 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.

**Paper – II: English/ Hindi Language**

This paper is aimed to test the skills and abilities of the candidate in Essay/Paragraph Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English/ Hindi, Grammar etc.

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