

Revised syllabus for Personal Assistant (Level – 6 of Pay Matrix)

<p>Passing Criteria: - General Category – 45% in each paper and 50 % in aggregate SC/ST Category – 35% in each paper and 40% in aggregate Exemption criteria for each paper – General Category – 60% or more; SC/ST category – 55% or more</p>		<p>Candidates who qualify in Paper-I & II are required to take a stenography test</p> <p>Stenography Test (Marks – 200 marks)</p>
<p><u>PAPER – I Without books</u> (Marks – 50 marks) <u>Time – One and half hour (1 ½ hour)</u></p>	<p><u>PAPER – II Without books</u> (Marks – 50 marks) <u>Time – One and half hour (1 ½ hour)</u></p>	<p>Percentage of mistakes allowed: General Category – 10% SC/ST category – 15%</p> <p><u>Minimum marks to be achieved after deducting one mark per mistake</u> General – 116 marks SC/ST category – 74 marks</p>
<p>English – 1) English grammar, Composition and their power to write correct English 2) Essay writing 3) Precis writing 4) Drafting 5) Correct use of words, idioms and prepositions, direct and indirect speech, etc. 6) Official Language Acts & Rules 7) Domain knowledge of Information technology</p>	<ol style="list-style-type: none"> 1) Manual of Office Procedure 2) Domain Knowledge of DAE & AEC activities 3) Constitution of India [(General knowledge of the Constitution with special reference to the Chapters on Articles relating to Services, Property, Contracts, Finance, Comptroller and Auditor General, Public Service Commission (procedural details will be excluded)] 4) Security Instructions 5) Personnel Management - Organizational Behaviour <ul style="list-style-type: none"> • Communication Skills • Conflict Resolutions • Emotional Intelligence 	<p>Candidates who qualify in Paper-I & II are required to take a stenography test of 120 w.p.m. of 7 minutes duration to be transcribed in 45 minutes. Transcription of the passage will have to be done by Word Processing on PC.</p>