

Government of India  
Department of Atomic Energy  
Centralised Cadre Section

Anushakti Bhavan  
C.S.M. Marg  
Mumbai - 400 001

No.12/4/2019-CCS/8718

November 10, 2020

**OFFICE MEMORANDUM**

As per the Recruitment Rules for the post of Principal Private Secretary, the eligible officers are required to appear for a stenography and objective test before appearing for the interview.

2. With the ever expanding and diversified activities in our Department, need for officers with higher level of competitiveness, promptness and accuracy to adapt to the fast-changing times and increasing workload has become a pre-requisite. Apart from the subject matter pertaining to the rules and regulations of the Government, it was also felt that the emotional faculties and communication skills of the officers need to be addressed effectively. Keeping this in view, it was felt that it is necessary to revamp the existing syllabus. The matter was examined in the Department and the Competent Authority has approved the revised syllabus and paper pattern as tabulated below:

**Principal Private Secretary**

| S. No. | Revised syllabus  |
|--------|---|
| i)     | Manual of Office Procedure  |
| ii)    | Domain knowledge of DAE & AEC activities  |
| iii)   | Constitution of India   |
| iv)    | Exercise of Financial Powers (DAE) Rules as amended from time to time   |
| v)     | Role of Member for Finance, AEC   |
| vi)    | Merit Promotion Scheme for Scientific & Technical personnel in DAE  |
| vii)   | FRs & SRs   |
| viii)  | CCS Pension Rules & National Pension System   |
| ix)    | CCS (Leave) Rules   |
| x)     | GPF & CPF Rules   |
| xi)    | CCS (CCA) Rules   |
| xii)   | Official Languages Act & Rules  |
| xiii)  | Right to Information Act  |
| xiv)   | Organizational Behaviour – <ul style="list-style-type: none"><li>• Communication Skills</li><li>• Conflict &amp; Negotiation</li><li>• Emotional Intelligence</li></ul> |

**Revised Pattern**

**Stenography Test:**

Eligible candidates are required to qualify in a stenography test of 100 w.p.m. of 7 minutes duration to be **transcribed in 35 minutes**. Knowledge of word processing /MS Word & Excel is compulsory while taking the stenography test.

**Objective Test (100 marks)**

**50 Questions of 2 marks each**

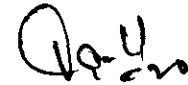
**Duration: 90 minutes**

Candidates who qualify in the stenography test are required to appear for the objective test and Interview.

In objective test, each correct answer carries 2 marks and an incorrect answer leads to deduction of 1 mark. Answer with no response will be awarded zero marks.

**Interview:** The marks obtained in the objective test and interview will be considered by the Selection Committee while selecting the candidates.

3. This may be brought to the notice of all concerned.



(Ashok B. Gerira)  
Under Secretary

All Admn. Heads,  
US (Admn.)