



## SELECTION PROCEDURE, EXAM PATTERN AND SYLLABUS FOR THE POST OF ASSISTANT

### SELECTION PROCEDURE:

#### **1. Written test**

Single Objective type paper with a duration of 120 minutes (with compensation time for PwBD candidates).

#### **Qualifying marks**

- 50% marks (in Part A, B, C & D) for UR category;
- 40% marks (in Part A, B, C & D) for reserved categories against notified reserved vacancies.

#### **2. Skill Test**

Based on the performance in the written test, candidates will be shortlisted for skill test in the ratio of 1:5 (maximum) to the category-wise number of vacancies, with an aggregate minimum of 10 candidates. For reserved vacancies, distinct/additional candidates will be shortlisted in the ratio of 1:5 (maximum), without regard to the reserved candidates if any, short-listed under UR Category;

#### **Passing Criterion:**

- 60% marks for UR category;
- 50% marks for reserved categories against notified reserved vacancies.

Final selection will be based on marks scored in the written test from among the candidates who qualify in the skill test.

### Exam Pattern for Assistant

Part	Subject	No of Questions	Marks	Time	Details
A	General English	50	50	120 minutes	Objective type, +1 & - 0.25 pattern of marking.
B	Quantitative Aptitude	50	50		
C	General Intelligence & Reasoning ability	50	50		
D	General Knowledge	50	50		

### Indicative Syllabus for written test

**General English:** Questions to test the candidate's understanding & knowledge of the language and ability to write correctly, precisely & effectively, correct use of words, idioms & phrases, etc.

**Quantitative Aptitude :** Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorization, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

**General Intelligence & Reasoning ability :** Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

**General Knowledge:** Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy etc.

\*\*\*

## Skill Test (on Computer) for Assistant

### Indicative Syllabus

**MS Word ( for 35 marks) :** Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents** - Setting font styles, font selection - style, size, color etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style** - Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables** - Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing** - Inserting Clip Arts, Pictures/Files etc., **Tools** - Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents; Shortcut Keys** etc.

**MS Excel (for 35 marks) :** Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** - opening, saving files, setting margins; **Spreadsheet addressing** - rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data** - Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc., Inserting functions, manual breaks; **Setting formula** - finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/un-hiding rows/columns, setting row height, column width; **Working with sheets** -Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks etc.

**MS Power Point (for 30 marks) :** Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** -Setting presentation style, adding text to the presentation; **Formatting a presentation** -Adding style, color, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation — inserting pictures, table etc. into presentation etc.

**Duration of test:** 60 minutes.

\*\*\*

**SELECTION PROCEDURE, EXAM PATTERN AND SYLLABUS FOR THE POST  
OF JUNIOR PERSONAL ASSISTANT**

**SELECTION PROCEDURE:**

**1. Written test**

Single Objective type paper with a duration of 120 minutes (with compensation time for PwBD candidates).

**Qualifying marks**

- a) 50% marks (in Part A, B & C) for UR category;
- b) 40% marks (in Part A, B & C) for reserved categories against notified reserved vacancies.

**2. Skill Test**

Based on the performance in the written test, candidates will be shortlisted for skill test in the ration of 1:5 (maximum) to the category-wise number of vacancies, with an aggregate minimum of 10 candidates. For reserved vacancies, distinct/additional candidates will be shortlisted in the ration of 1:5 (maximum), without regard to the reserved candidates if any, short-listed under UR Category;

Skill Test will comprise:

- i. Computer Literacy Test;
- ii. Stenography Test

**Passing Criterion:**

- i. Computer Literacy Test:
  - 60% marks for UR category;
  - 50% marks for reserved categories against notified reserved vacancies.
- ii. Stenography Test
  - 10% mistakes (maximum) for UR category;
  - 12% mistakes (maximum) for reserved categories against notified reserved vacancies.

Final selection will be based on marks scored in the written test from among the candidates who qualify in the skill test.

### Exam Pattern for Junior Personal Assistant

Part	Subject	No of Questions	Marks	Time	Details
A	English Language & Comprehension	100	100	120 minutes	Objective type, +1 & - 0.25 pattern of marking.
B	General Intelligence & Reasoning ability	50	50		
C	Quantitative Aptitude & General Knowledge	50	50		

### Indicative Syllabus for written test

**English Language & Comprehension:** Questions in this component will be designed to test the candidate's understanding & knowledge of English language such as spot the error, fill in the blanks, synonyms & antonyms, detecting misspelled words, idioms & phrases, one word substitution, sentence improvements, active/passive voice, direct/indirect narration, close paragraph, comprehension etc.

**General Intelligence & Reasoning ability :** Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

**Quantitative Aptitude :** Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorization, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

**General Knowledge:** Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy etc.

\*\*\*

## Skill Test (on Computer) for Junior Personal Assistant

### Indicative Syllabus

**MS Word ( for 35 marks) :** Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents** - Setting font styles, font selection - style, size, color etc., Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style** - Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables** - Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing** - Inserting Clip Arts, Pictures/Files etc., **Tools** - Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents; Shortcut Keys** etc.

**MS Excel (for 35 marks) :** Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** - opening, saving files, setting margins; **Spreadsheet addressing** - rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data** - Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc., Inserting functions, manual breaks; **Setting formula** - finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/un-hiding rows/columns, setting row height, column width; **Working with sheets** -Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks etc.

**MS Power Point (for 30 marks) :** Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** -Setting presentation style, adding text to the presentation; **Formatting a presentation** -Adding style, color, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation — inserting pictures, table etc. into presentation etc.

**Duration of test:** 60 minutes.

\*\*\*

## Skill Test (Stenography test) for Junior Personal Assistant

- Shorthand test for 300 words @ 60 words per minutes (Time: 5 Minutes)
- The passage is to be transcribed on computer (Time: 30 minutes, with compensation time as applicable to PwBD candidates)
- Short-hand dictation work, i.e. strokes etc., need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

### Criteria for Evaluation of Transcripts of Stenography Tests

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes
  - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
  - b) Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
  - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
2. **HALF MISTAKES:** The following mistakes are treated as half mistakes: -
  - a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
  - b) Using singular or plural noun and vice versa.
  - c) Use of small letter at the beginning of a sentence.

### **NOTE**

- a. More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b. Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. — all these forms will be treated as correct.
- c. **CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**
- d. Method of calculation of mistakes in Stenography Skill Test: -

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

\*\*\*