

Revised syllabus for Private Secretary (Level – 8 of Pay Matrix)

<p>Stenography Test (Marks – 200 marks)</p> <p>Percentage of mistakes allowed: General Category – 10% SC/ST category – 15%</p> <p>Minimum marks to be achieved after deducting one mark per mistake General – 130 marks SC/ST category – 95 marks</p>	<p>Only those candidates who pass the stenography test can appear for objective test of 100 marks and then appear for interview / DPC</p> <p>Objective Test: (Marks – 100 marks) Time – One and half hours (1 ½ Hours) Negative markings @ 25% shall be applicable for each wrong answer</p>	<p>Interview:-</p> <p>DPC assesses and recommends the candidates based on their performance in the objective test, APARs of last five years and other service particulars. Non-empanelled candidates have to re-qualify stenography test and re-appear for objective test & interview</p>
<p>stenography test of 100 w.p.m. of 7 minutes duration to be transcribed in 35 minutes. Transcription of the passage will have to be done by Word Processing on PC.</p>	<ol style="list-style-type: none"> 1. Office procedure, 2. Parliament procedure (with specific reference to handling of VIP references) 3. Constitution of India (with special reference to Articles relating to Fundamental Rights – Part-III) 4. Security Instructions 5. Domain knowledge of DAE & AEC activities, 6. Merit Promotion Scheme for S&T personnel 7. Atomic Energy Act, 1962 8. Right to Information Act, 2005 9. FR&SRs 10. CCS Leave Rules 1972 11. CCS (LTC) Rules 12. CS (MA) Rules / CGHS / CHSS 13. CCS Pension Rules including Commutation of Pension Rules & National Pension System 14. EFPR DAE Rules as amended from time to time, 15. Role of MF 16. GFRs with particular reference to advances 17. GPF/ CPF Rules 18. CCS Temporary Service Rules 19. CCS Conduct Rules 1964 and 20. CCS CCA Rules 1965 21. Domain Knowledge of Information Technology 22. Official Language Acts & Rules 23. <i>Personnel Management - Organizational Behaviour</i> <ul style="list-style-type: none"> • <i>Communication Skills;</i> • <i>Conflict Resolutions;</i> • <i>Emotional Intelligence</i> 	