

# **SCHEME AND SYLLABUS OF EXAMINATION OF PART-I**

## **PERSONAL ASSISTANT (GRADE-II)**

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			<b>60</b>	<b>180</b>	<b>72</b>
	Section 'A'	<ul style="list-style-type: none"><li>• <b>General Knowledge &amp; General Knowledge of Rajasthan:</b><ol style="list-style-type: none"><li>1. Events of State, National and International importance</li><li>2. Geography and Natural Resources of India and Rajasthan</li><li>3. Agricultural, Social and economic development of India Rajasthan</li><li>4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan</li><li>5. Culture and heritage of India and Rajasthan</li></ol></li></ul>	20	60	
	Section 'B'	<ul style="list-style-type: none"><li>• <b>General Science : (upto class X)</b><ol style="list-style-type: none"><li>1. Elements, Mixtures and Compounds</li><li>2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis</li><li>3. Metals and Non Metals</li><li>4. Acids, bases and Salts</li><li>5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction</li><li>6. Electric current, Electric potential, Ohms law , electric cell and Electric motor</li><li>7. Human Brain, hormones, human diseases and cure</li><li>8. Economic importance of animals and plants</li><li>9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes</li><li>10. Human blood groups, blood transfusion, Deficiency diseases and cure</li></ol></li></ul>	20	60	

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	Section 'C'	<ul style="list-style-type: none"> <li>• <b>Basic Computer Skills</b> <ol style="list-style-type: none"> <li>1. Introduction to Computers</li> <li>2. Computer Systems</li> <li>3. Uses of Computers</li> <li>4. Introduction to the Internet &amp; Search Engines, Internet Applications</li> <li>5. Operating system,</li> <li>6. MS Word Advance</li> <li>7. Database Management System</li> <li>8. MS Excel Advance</li> <li>9. MS PowerPoint Basics</li> <li>10. Microsoft Outlook-Basics</li> </ol> </li> </ul>	20	60	
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**SCHEME AND SYLLABUS OF EXAMINATION OF PART-II**  
**PERSONAL ASSISTANT (GRADE-II)**

Part	Section	Subject /Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	<p><b>सामान्य हिन्दी (upto class X)</b></p> <p>संधि और संधि विच्छेद</p> <p>समास, भेद, सामासिक पदों की रचना व विग्रह</p> <p>उपसर्ग एवं प्रत्यय</p> <p>विलोम शब्द एवं अनेकार्थक शब्द</p> <p>विरामचिह्न</p> <p>ध्वनि एवं उसका वर्गीकरण</p> <p>पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द)</p> <p>शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण)</p> <p>वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण)</p> <p>मुहावरे एवं लोकोक्तियाँ</p> <p>पत्र एवं उसके प्रकार— कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में</p>	45	135	

  
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	Section 'B'	<b>General English (upto class X)</b>  Use of Articles and Determiners Tense/sequence of Tenses Voice : Active and Passive Narration : Direct and Indirect Use of Prepositions Translation of Ordinary/Common English sentences into Hindi and vice-versa Synonyms and Antonyms & Comprehension of a given passage Glossary of official, Technical terms (with their Hindi version) Letter writing: Official, Demi-official, Circulars and Notices. <b>Note:</b> Questions on letter writing will also be objective regarding the structure of a letter.	45	135	
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**Note :** Only those candidates, who have qualified the written examination, will be called for Proficiency test.  
 The number of candidates called for Proficiency Test would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

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**SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR  
PERSONAL ASSISTANT (GRADE-II)**

Papers	Subject/Syllabus	Duration	Maximum Marks
Paper-I	<u>Section-I</u>  English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	<u>Section-II</u>  Transcription and typing of dictated passage in English on Computer	60 Minutes	
OR			
Paper-II	<u>Section-I</u>  Hindi Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	<u>Section-II</u>  Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	

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### **NOTE**

- (i) It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.
- (ii) The candidates securing minimum 40% marks in **Part-I & Part -II of Written Examination separately**, shall only be admitted to the **Proficiency Test** subject to fifteen times the total approximate number of vacancies to be filled through the examination but in the said range all those candidates who secure the same marks as may be fixed by the Corporation for any lower range will be admitted to the **Proficiency Test**.
- (iii) Where the Corporation is of the opinion that sufficient number of candidates belonging to reserved category are not available on the basis of general standard for appearing in the **Proficiency Test**, relaxed standard may be applied by the Corporation for admitting candidates belonging to such reserved category so that sufficient number of candidates in that category are available to appear in the **Proficiency Test**. For this purpose, the zone of consideration of 15 times the total approximate number of vacancies shall stand relaxed. However, candidates so additionally qualified for the **Proficiency Test** will be eligible for selection to the posts reserved for respective categories only.
- (iv) the Corporation shall not recommended any candidate who makes more than **20% mistakes/error** in the paper opted in **Proficiency Test** of the competitive examination for the post of Personal Assistant Grade-II.
- (v) where the Corporation is of the opinion that sufficient number of candidates are not available in any category, the Corporation may further relax maximum permissible mistakes/error up to 5% in **Proficiency Test**.

### **Explanation:**

1. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of the paper for the examination will be prescribed by the Corporation, from time to time and will be intimated to the candidates within the stipulated time in the manner as the Corporation deems fit.
2. The competitive examination will be held in two phases, Written Examination and Proficiency Test. All the papers of Written Examination will be of objective type.

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3. In case of persons with benchmark disabilities (PwDs), the facility of scribe will be provided in Written examination as per rules decided by the Corporation, if desired by the candidate. However, persons with benchmark disabilities (PwDs) will not be allowed to the facility of scribe in Shorthand Test in Proficiency Test.
4. The Corporation will provide the Computer and Shorthand Notebook for the shorthand test. No candidate will be allowed to bring his own Key Board. However, 'Blindness and Low vision' category in persons with benchmark disabilities (PwDs) will be allowed to bring their own Slate/Machine for taking Shorthand dictation.
5. A compensatory time of 15 minutes of examination for transcription and typing of dictated passage on computer will be provided to the persons with benchmark disabilities (PwDs) in the **Proficiency Test**.
6. Provisions regarding number of candidates admitted in **Proficiency Test** and passing standards of each test will be as per above mentioned Note.
7. The marks obtained by a qualifying candidate in the Written Examination and **Proficiency Test** shall be counted for determining their final order of merit.
8. Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment and candidates have to work as English/Hindi Personal Assistant Grade-II as per the functional requirement of the Office irrespective of the medium of Skill Test of candidate during the examination, failing which their probation may not be cleared by the **Appointment Authority**.

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