

**SYLLABUS AND SCHEME OF EXAMINATION**

The Personal Assistant Recruitment Examination, 2023 shall be conducted in 03 (three) stages i.e. Preliminary Test (Objective Type), Shorthand Computer Typing Test and Interview. The Scheme of Examination shall be as follows:-

Stage	Details of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration	
1.	<b>Part-A</b> <b>Preliminary Test (Computer Based Objective Type)</b>	General Awareness	10	-	-	
		General English	30	-	-	
		Computer Awareness	10	-	-	
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30 minutes</b>	
2.	<b>Part-B</b> <b>Computer Typing Test</b>	English Computer Typing Test with speed of 40 words per minute for 400 words.	100	90	10 minutes	
		<b>Part-C</b> <b>Shorthand Computer Typing Test</b>	Translation of passage of approximately 250 words given in Shorthand to English on Computer (From Sir Issac Pitman's Book).	100	50	15 minutes
			<b>Total</b>	<b>250</b>		<b>55 minutes</b>
2.	<b>Shorthand Computer Typing Test</b>	English Shorthand dictation at the speed of 100 words per minute for 4 minutes and 20 minutes for its transcription alongwith 10 minutes for revision of shorthand immediately after dictation.	100	85	34 minutes	
3.	<b>Interview</b>		10	03		

**PRELIMINARY TEST**

This Preliminary Test shall be comprised of three Parts i.e. Part-A, Part-B & Part-C. There shall not be negative marking for incorrect answers in the Part-A of the preliminary test. The candidate will have to qualify in all the parts Part-A, Part-B & Part-C in order to be called for the next stage. The accuracy of Typing Test & Shorthand Test in percentage in Part-B & C shall be equivalent to the marks obtained out of 100.

Ten times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for the next stage i.e. Shorthand Computer Typing Test. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective

category will also be shortlisted for the next stage even if the total number of candidates called for Interview crosses the three times criteria.

The Syllabus of Preliminary Test shall be as follows:-

1. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience as may be expected from any educated person. The test will include questions relating to Current Affairs of National & State importance.
2. **General English:-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, spellings/ detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage, comprehension passage etc.
3. General Computer awareness that is expected from a candidate for dispensing day to day official work as well as usage of MS Office.

**Note:- All the question shall essentially be only in the English Language only.**

### **SHORTHAND COMPUTER TYPING TEST (MAIN)**

The Candidate will be subjected to listen to an audio passage or dictated passage of 400 words at the speed of 100 words per minute for 4 minutes. He is supposed to take dictation of said passage in shorthand. Then, he will have 10 minutes to revise the passage which he has taken in shorthand format. Thereafter, using the said shorthand passage he will have to transcribe the said passage in English on Computer. He will be granted 20 minutes for transcription.

The accuracy of transcribed passage in comparison to original dictated passage in percentage shall be equivalent to the marks obtained out of 100.

Three times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for the next stage i.e. Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the next stage even if the total number of candidates called for Interview crosses the three times criteria.

## INTERVIEW

The interview shall be of 10 marks and the minimum qualifying marks shall be 03. It is mandatory for the candidates invited for interview to appear at the same else they will not be included in the merit list prepared for the final result. The final merit shall be prepared by taking into account the total marks scored by a candidate in the Shorthand Computer Typing Test (Main) as well as Interview and following the model roster point and reservation policy adopted in the High Court.

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