

SELECTION PROCEDURE**5.1 Syllabus & Modalities**

The selection process shall comprise of Two (02) Stages :

Stage I of the Examination	
Part(s) of Stage -I	Syllabus
<p>Part – A : General Studies (For both A.P.S.-English Stenography and A.P.S.-Hindi Stenography) Type : Multiple Choice Objective type test in Computer Based module (CBT). Total number - 150 MCQ Maximum Marks – 150 Duration – 120 minutes NO NEGATIVE MARKING NO MINIMUM QUALIFYING MARKS.</p>	<p>(A) General Science, (B) History of India, (C) Indian National Movement, (D) Indian Polity, Economy and Culture, (E) Indian Agriculture, Commerce, and Trade, (F) Population, Ecology and Urbanisation (in Indian Context), (G) World Geography & Geography and Resources of India, (H) Current National and International Important Events, (I) General Aptitude (J) Special Knowledge regarding Education, Culture, Agriculture, Industry, Trade, Living and Social Traditions of Uttar Pradesh, (K) Knowledge of General English and General Hindi of Graduation level, (L) Elementary Knowledge of computers.</p>
<p>Part B : Computer Knowledge Test Type : Computer Based module (CBT). Maximum Marks : 50 Duration - 15 minutes NO NEGATIVE MARKING MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS.</p>	<p>FOR A.P.S.- ENGLISH STENOGRAPHY A copy of part of Judgment (approximately 500 words) in ENGLISH will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes. FOR A.P.S.- HINDI STENOGRAPHY A copy of part of Judgment (approximately 450 words) in HINDI will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes. NOTE: The font to be used for Hindi typing on computer shall be MANGAL on INSCRIPT Key board layout</p>
<p>Part C : Subjective Type Translation Test (approximately 250 words.) Type : Computer Based module (CBT). Type : 15 minutes Maximum Marks – 50 NO NEGATIVE MARKING MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS</p>	<p>FOR A.P.S. -ENGLISH STENOGRAPHY Translation of passage of approximately 250 words given in Shorthand to English on Computer (From Sir Issac Pitman's Book). It shall be a Subjective Type Test. FOR A.P.S.- HINDI STENOGRAPHY Translation of passage of approximately 250 words given in Shorthand to Hindi on Computer (From Sir Issac Pitman's Book or any other Book of Hindi Stenography of renowned writer). It shall be a Subjective Type Test. NOTE: The font to be used for Hindi translation/typing on computer shall be MANGAL on INSCRIPT Key board layout</p>
<p>Note: Part 'A', Part 'B' & Part 'C' of the Stage-I Examination shall be conducted in SINGLE SHIFT. There shall be a gap of 15 minutes in each part of the Stage-I of the Examination.</p>	
<p>Stage II of the Examination</p> <p>(Ten Times of the Candidates against the total number of vacancies in each category for each post [Additional Private Secretary (English) and Additional Private Secretary (Hindi)] on the basis of marks obtained in the Stage-I Examination in order of merit shall be called to appear in Stage II Examination)</p>	
<p>Stage II – Shorthand Dictation Test Type : Computer Based module (CBT). Maximum Marks : 150 Duration - 05 minutes for dictation & 30 minutes for transcription. NO NEGATIVE MARKING MINIMUM QUALIFYING MARKS : 120 MARKS OUT OF 150 MARKS</p>	<p>FOR A.P.S.-ENGLISH STENOGRAPHY A Dictation of a passage in ENGLISH of 500 words (approximately) in 05 minutes will be given to the Candidates. The Candidates will take down the dictation in Shorthand and thereafter will transcribe the same on computer within 30 minutes. FOR A.P.S.-HINDI STENOGRAPHY A Dictation of a passage in HINDI of 400 words (approximately) in 05 minutes will be given to the Candidates. The Candidates will take down the dictation in Shorthand and thereafter</p>

	will transcribe the same on computer within 30 minutes. NOTE: The font to be used for Hindi translation/typing on computer shall be MANGAL on INSCRIPT Key board layout
Total Marks (Stage I and Stage II) – 400 marks	

- 5.2. The Examination for the post of Additional Private Secretary (For English Stenography) and Additional Private Secretary (For Hindi Stenography) shall be conducted separately on different dates.
- 5.3. **Part 'A', Part 'B' & Part 'C'** of the Stage-I Examination shall be conducted in **SINGLE SHIFT**. There shall be a **gap of 15 minutes** in each part of the Stage-I of the Examination.
- 5.4. It is mandatory for the candidates to appear in all the Parts/Stages of the Recruitment Examination
- 5.5. **Ten times of the candidates** against the total number of vacancies separately for each post in each category (vertical/horizontal) on the basis of marks obtained in the Stage-I Examination of Additional Private Secretary (English & Hindi) Recruitment Examination-2021 in order of merit shall be called to **appear in Stage-II Examination** i.e. Shorthand Dictation Test of Additional Private Secretary (English & Hindi) Recruitment Examination-2021
- 5.6 Date time and venue of **Stage-II Examination** i.e. Shorthand Dictation Test of the shortlisted candidates in Stage-I Examination of Additional Private Secretary (English & Hindi) Recruitment Examination-2021 shall be intimated to the candidates through separate admit card to be uploaded on the official websites.
- 5.7. The merit list shall be prepared on the basis of aggregate marks obtained in the Stage-I and Stage-II Examination. The list shall hold good for one year or until the next selection whichever is earlier.
- 5.8. If two or more candidates secure equal marks, then the candidates older in age shall be placed higher in final Merit list for either post i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi).
- 5.9. For the post of Additional Private Secretary (English) and Additional Private Secretary (Hindi), no Interview shall be held for selection.
- 5.10. The question paper of Stage-I (Part-A) Examination for both the posts i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi) will be available in both **English and Hindi** languages.
- 5.11. The Recruitment Committee shall have discretion to fix minimum qualifying marks for any stage of Examination.
- 5.12. The level of the question papers for both the posts i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi), shall be consistent with the educational qualification and syllabus prescribed for the Examination.
- 5.13. It is mandatory for the candidates to appear in all the parts/stages of the Examination.

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