

5. SCHEME OF EXAMINATION:-

For Post 12/26 – Personal Assistant (Stenographer Gr-III), the scheme of examination will consist of 2 stages (Stage-1 & Stage-2). For Post Codes 13/26 – Librarian and 14/26 – Upper Division Clerk, there shall be only Stage-2, i.e., Written Examination

I. Stage- 1 (Stenography Proficiency Test)

1. Only applicable for Post Code 12/26 - Personal Assistant (Stenographer Gr-III).
2. The Stenography Proficiency Test, for the Post Code (12/26) will be conducted for 5 minutes @80wpm.
 - a) Dictation: 5 minutes @ 80 wpm.
 - b) Transcription: 45 minutes (English)
The test shall be done on computer. An average of 5 key depressions for each word.
 - c) 8% permissible mistakes in speed test and 10% for APST candidates.
3. There will be a trial passage and another test passage selected beforehand.
4. The trial passage will be dictated by the same person or through Audio/ Video device so that the candidate can get familiar with his/its mode of dictation and accents of pronunciation. The speed as for the test passage, at an interval of one minute in between.
5. The Stenography Proficiency Test Norms shall be same as notified vide Notice No.APSSB-13/2/2023/918, Dated 31/10/2023.
6. Further details of the Stenography Proficiency Test will be notified separately.
 - For Post Code 12/26 - Personal Assistant (Stenographer Gr-III), the Stage-1 Stenography Proficiency Test will be a qualifying Test only and only those candidates who qualify Stage-1 shall be eligible for Stage-2, i.e., Written Examination.
 - The Final merit list will be on the basis of Written Examination only

II. Stage- 2 (Objective Type Multiple Choice Questions)

1. For all posts, i.e., 12/26 – Personal Assistant (Stenographer Gr-III), 13/26 – Librarian and 14/26 – Upper Division Clerk.
2. Components of Objective Type Multiple Choice Questions shall be as follows:

(Objective Type Multiple Choice Questions) 200 Marks: Duration - 2 Hours

i. General Awareness	-- 50 Marks
ii. General Intelligence & Reasoning Ability	-- 50 Marks
iii. Arithmetical & Numerical Ability	-- 50 Marks
iv. <u>Test of English Language and Comprehension</u>	-- 50 Marks

Total: 200 Marks

III. Syllabus:

(a) General Awareness – 50 marks (25 questions of 2 marks each)

Questions in this section will test the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions, etc. State Specific questions may also be asked.

(b) General Intelligence & Reasoning Ability - 50 marks (25 questions of 2 marks each)

The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(c) Arithmetical & Numerical Ability – 50 marks (25 questions of 2 marks each)

The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs.

(d) Test of English Language and Comprehension – 50 marks (25 questions of 2 marks each)

Questions in this component will test the candidate's understanding and knowledge of English Language and will be based on spotting the error, filling in the blanks, synonyms, antonyms, spelling/ detecting misspelled 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.

Note:-

- i. A candidate must secure a minimum of 33% aggregate marks in the Written Examination.**
- ii. Candidates securing less than 33% aggregate marks in the Written Examination shall be deemed not eligible for selection.**
- iii. There is no sectional (Subject-Wise) cut-off marks**
- iv. There is no negative marking.**