

Chapter-5

SELECTION PROCEDURE

5.1 Syllabus & Modalities

The selection process shall comprise of Three (03) Stages:

Stage I of the Examination	
Stage -I	Syllabus
<p>Part – A : General Studies (For P.S. Grade-I)</p> <p>Type: Multiple Choice Objective type test in Computer Based Test (CBT) module.</p> <p>Total number - 100 MCQ</p> <p>Maximum Marks – 200</p> <p>Duration – 90 minutes</p> <p>NO NEGATIVE MARKING</p> <p>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</p> <p>Type Computer Based Test (CBT) module</p> <p>Maximum Marks: 100</p> <p>Duration - 15 minutes</p> <p>MINIMUM QUALIFYING MARKS:</p> <p>50 MARKS OUT OF 100 MARKS.</p>	<p>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.</p>

<p>Part C: Subjective Type Translation Test (approximately 250 words.)</p> <p>Type : Computer Based Test module (CBT). Duration : 15 minutes Maximum Marks – 100</p> <p>MINIMUM QUALIFYING MARKS: 50 MARKS OUT OF 100 MARKS</p>	<p>Translation of passage of approximately 250 words given in Shorthand to English on Computer (From Sir Issac Pitman's Book).</p> <p>It shall be a Subjective Type Test.</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 align="center">Stage II of the Examination</p> <p align="center">(Ten Times of the Candidates against the total number of vacancies in each category of the post [Private Secretary Grade-I] 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 Test (CBT) module. Maximum Marks: 200</p>	
<p>Duration - 05 minutes for dictation & 30 minutes for transcription.</p>	
<p align="center">MINIMUM QUALIFYING MARKS: 160 MARKS OUT OF 200 MARKS</p>	
<p>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.</p>	
<p align="center">Total Marks (Stage I and Stage II) – 600 marks</p>	
<p align="center">Stage III of the Examination</p> <p align="center">(Three Times of the Candidates against the total number of vacancies in each category for each post of [Private Secretary Grade-I] on the basis of result of Stage-II examination i.e. total marks procured by the candidates in the Stage-I Examination and Stage-II Examination in order of merit shall be called to appear in Stage III Examination)</p> <p>Stage III Examination: Interview Maximum Marks: 75</p>	
<p align="center">Total Marks (Stage I, Stage II and Stage III) – 675 marks</p>	

- 5.2. The Various Stages of the Examination for the post of Private Secretary Grade-I 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. The required speed (words per minute) for English typing shall be calculated against the correct words typed by the candidates during the test.
- 5.5. The “SUBMIT” button will remain active during entire duration of the test. If any candidate wants to submit the test, he/she can click on the said button and submit the exam. Else test will get auto submitted at the time when the duration of the Test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk.
- 5.6. It is mandatory for the candidates to appear in all the Parts/Stages of the Recruitment Examination
- 5.7. **Ten times of the candidates** against the total number of vacancies for the post in each category (vertical/horizontal) on the basis of marks obtained in the Stage-I Examination of Private Secretary Grade-I Recruitment Examination-2026 in order of merit shall be called to **appear in Stage-II Examination** i.e. Shorthand Dictation Test of Private Secretary Grade-I Recruitment Examination-2026
- 5.8. Three Times of the Candidates against the total number of vacancies in each category for the post of Private Secretary Grade-I on the basis of result of Stage-II examination i.e. total marks procured by the candidates in the Stage-I Examination and Stage-II Examination in order of merit shall be called to appear in Stage III Examination i.e. Interview.
- 5.9. Date time and venue of the **Stage-II Examination i.e. Shorthand Dictation Test and Stage-III Examination i.e. Interview of the shortlisted candidates** of Private Secretary Grade-I Recruitment Examination-2026 shall be intimated to the candidates through Public Notice and separate admit card to be uploaded on the official websites.
- 5.10. The merit list shall be prepared on the basis of aggregate marks obtained in the Stage-I, Stage-II and Stage-III Examination. The list shall hold good for one year or until the next selection whichever is earlier.
- 5.11. If two or more candidates secure equal marks, then the candidates older in age shall be placed higher in final Merit list for the post of Private Secretary Grade-I.
- 5.12. The question paper of Stage-I (Part-A) Examination for the posts of Private Secretary Grade-I will be available in both **English and Hindi** languages. In case of any disparity between English Version and Hindi Version of the Question Paper, the English Version will be considered as the final.
- 5.13. The Recruitment Committee shall have discretion to fix minimum qualifying marks for any stage of Examination.
- 5.14. The level of the question papers for the posts i.e. Private Secretary Grade-I, shall be consistent with the educational qualification and syllabus prescribed for the Examination.

Chapter-6

MARKING SCHEME

Stage/Part of Examination	Private Secretary Grade-I
<p>Stage I (Part A) - Multiple Choice Objective Type Test</p>	<p>(i) To answer a Multiple-Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.</p> <p>(ii) Each correct answer shall carry two (02) Marks.</p> <p>(iii) There is no negative marking for incorrect answers.</p> <p>(iv) No marks will be given for questions un-answered/un-attempted/ marked for review.</p> <p>(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.</p> <p>(vi) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.</p>
<p>Stage I (Part B)-Computer Knowledge Test</p>	<p>Total Words 500,</p> <p>(i) Marks to be deducted on each mistake (error) [Value of mistake (error): 01 Mistake(Error) = 0.200 marks]</p> <p>(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).</p> <p>(iii) An error in punctuation, bold/italic, shall be full mistake (errors).</p> <p>(iv) Every mistake in justification in every line (Left, Right & Centre) shall be considered as full mistake (errors).</p> <p>(v) Mistake in phrasing of paragraph shall be considered as Full mistake(errors).</p> <p>(vi) Marks for mistakes in spelling, punctuation and Bold/Italic will be calculated as per the enclosed evaluation chart.</p> <p>(vii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).</p> <p>(viii) Extra words typed (after 500 words) shall be deleted/ignored.</p> <p>(ix) The evaluated copy must indicate-</p> <p>(i) No. of mistakes (error) made by the candidate</p> <p>(ii) Total Marks awarded</p>

(x) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake(error)=0.200 mark).

The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.2 mark
1	0.200
2	0.400
3	0.600
4	0.800
5	1.000
..	..
10	2.000
..	..

(i) Marks to be deducted on each mistake (error)
[Value of mistake (error): 01 Mistake(Error) = 0.400 marks]

(ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).

(iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).

(iv) Words typed beyond the prescribed words limit shall be deleted / ignored.

(v) The evaluated copy must indicate:

- i. No. of mistakes (errors) made by the candidate.
- ii. Total Marks awarded.

(vi) Marks to be deducted on each mistake (error)

(Value of mistake (error): 01 Mistake(error)=0.400 mark).

The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error): 01 Mistake (error)=0.400 mark
1	0.400
2	0.800
3	1.200
4	1.600
5	2.000
..	..
10	4.000
..	..

**Stage I (Part C)- Subjective Type
 Translation Test**

**(For the passage containing
 approximately 250 words)**

Stage II-Shorthand Dictation Test

Total Words 500, (approximately) as dictated in 05 minutes.

Required Speed in English Shorthand is 100 words per minute and in English typewriting is 40 words per minute

- (i) Left-out words and spelling mistakes will be treated as full mistake/error.
- (ii) An error in paragraphing and punctuation shall be treated as half mistake/error.
- (iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as dictated shall be treated as full mistake (error).
- (iv) Marks will be awarded as per the enclosed chart of marks.
- (v) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake(error)=0.400 mark).
- (vi) The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error): 01 Mistake (error)=0.400 mark
1	0.400
2	0.800
3	1.200
4	1.600
5	2.000
..	..
10	4.000
..	..