



SCHEME OF EXAMINATION FOR DIRECT RECRUITMENT TO THE POSTS OF PRIVATE SECRETARY

The following shall be the Scheme of Examination, components of Written Test (Paper – I and Paper – II) and its syllabus for recruitment to the Post of Private Secretary by direct recruitment:

A. Scheme of the Examination

Written Test		
Paper -I (Part – A & B) MCQ Type	Time: 2 hours	Max. Marks: 200
Paper-II Descriptive Type	Time: 1 hour	Max. Marks: 50
NOTE: For the post of “ Private Secretary ”, 'Paper II – Descriptive Type: General English' will be conducted in Computer-Based Test (CBT) mode. Candidates must type their descriptive answers directly on the computer system provided, which will simultaneously evaluate their English writing ability and computer proficiency.		

B. Test Components:

Paper –I MCQ Type (Part – A)		Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	15	30
(ii)	Reasoning ability	15	30
(iii)	Mathematical ability	10	20
(iv)	Test of English	10	20
(v)	Knowledge of Computer	10	20
SUB TOTAL		60	120
Paper –I MCQ Type (Part – B)		No. of Questions	Marks
	Section-I: Establishment /Financial Matters	30	60
	Section-II: University Act	10	20
SUB TOTAL		40	80
TOTAL		100	200
Paper -II Descriptive Type	General English (Essay, Drafting and Comprehension)	Duration 1 hour	
		Marks: 50	



C. Syllabus:

Paper-I MCQ Type: Part A

- (i) **General Awareness:** Questions will be designed to test the candidate's general awareness of the environment around them and its application to society. The test will evaluate knowledge of current events and everyday observations expected of an educated individual. It will also include questions on India and its neighbouring countries, particularly in History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, and National/International Organizations and Institutions.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. The test will evaluate analogies, similarities and differences, spatial visualization, spatial orientation, problem-solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, figure classification, arithmetical number series, etc.
- (iii) **Mathematical Ability:** The test will cover the Number System, including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Data Interpretation (Tables & Graphs), and related quantitative concepts.
- (iv) **Test of English:** Applied English Grammar, Synonyms, antonyms, idiomatic use of words and phrases and common errors.
- (v) **Knowledge of Computer:** The test will cover the following key areas: Computer Fundamentals, Basic Computer Applications, Hardware & Software Components, Operating Systems, Word Processing, Networking, Internet Concepts, Information Security, etc.

Paper-I MCQ Type: Part B

- (i) **Establishment /Financial Matters:** CCS (Conduct) Rules, CCS (CCA) Rules, General conditions of service, Pay fixation, Lien, Deputation, Foreign Service, and Joining Time, Leave Rules, Pension Rules & NPS, retirement benefits, Gratuity, and Commutation, Traveling Allowance (TA) Rules, Leave Travel Concession (LTC) Rules, Children Education Allowance (CEA), and Medical Attendance Rules, Reservation Policy & Roster Maintenance, Budgeting & Accounts.
- (ii) **University Act:** (For this section the candidates may read the Act and Statutes of the National Sports University)



PAPER -II

Descriptive Type

General English: To assess the candidate's ability to communicate formally, clearly, and constructively within a university/government setting.

- **Essay Writing:** Expository, persuasive, or argumentative essay (typically 250 to 300 words).
- **Official Correspondence & Drafting:** Drafting of formal administrative communications based on a given context or scenario:
 - **Demi-Official (D.O.) Letters** to senior administrative authorities.
 - **Show-Cause Notices** or **Explanation Calls**.
- **Comprehension:** Passages followed by subjective/descriptive questions requiring structural, well-formed answers in the candidate's own words.

Note:

1. The question paper would be in English; the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree examination, which is defined as the minimum eligibility for the respective post.
3. The final merit shall be drawn on the basis of combined scores of Paper-I and Paper-II.
4. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows;
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
5. The University reserves the right to modify, alter, or change the scheme or mode of examination/selection for any or all advertised posts at any stage of the recruitment process without assigning any reason. The decision of the University in this regard shall be final and binding on all candidates, and no correspondence or representation will be entertained.