

1. **For the Post of Senior Personal Assistant:-**

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

<b>Stage – I (Qualifying Stage)</b>	
<b>English Typing Test</b>	<p>Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer.</p> <p>The criterion of "characters with space" for calculating the typing speed will be adopted and <b>total number of mistakes permissible would be 3% of the total words typed.</b></p> <p>Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).</p>

## Stage – II

### English Shorthand Tests

110 words per minute.

The passage of 550 words will be dictated in five (5) minutes' duration.

**Total Marks –  
100 Marks**

Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.

**Total Time – 5  
Minutes for  
Dictation and  
45 Minutes for  
Transcription**

**Total number of mistakes permissible would be 3% of the total words dictated, i.e., Sixteen and a half (16.5). Six (6) marks will be deducted for committing one full mistake each and Three (3) marks will be deducted for committing every half ( $\frac{1}{2}$ ) mistake. Candidates committing Sixteen and a half (16.5) mistakes will get one (1) mark. Candidates committing more than 16.5 mistakes will be disqualified.**

Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered.

Out of the successful/qualified candidates of Stage-II (English Shorthand Tests), candidates to the extent of **06 (six)** times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-III ((Main – Descriptive Examination).

### Stage – III

**Main  
(Descriptive)  
Examination**

Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks).

**Total Marks –  
100 Marks**

Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwD) candidates will be 45% (i.e., 45 Marks out of 100 Marks).

**Total Time –  
120 Minutes**

Out of the successful/qualified candidates of Stage-III (Main {Descriptive} Examination), candidates to the extent of **03 (three)** times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-IV (Interview).

## Stage – IV

<b>Interview Total Marks – 20 Marks</b>	Minimum passing marks for General Category candidates will be 10 Marks and for Reserved Category (including PwD) candidates will be 09 Marks.
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### Notes :

The final select / merit list will be prepared by adding the marks secured by candidate(s) in Stage-II, i.e., English Shorthand Tests, Stage-III, i.e., Main (Descriptive) Examination and Stage-IV i.e., Interview, while Stage-I, i.e., English Typing Test is qualifying in nature.

The cases of tie of marks will be resolved by applying the following methods one after another:-

- (i) Total Marks in Stage-II, i.e., English Shorthand Tests.
- (ii) Total Marks in Stage – III, i.e., Main (Descriptive) Examination.
- (iii) Total Marks in Stage – IV, i.e., Interview.
- (iv) Date of Birth, i.e., the candidate older in age gets preference over younger in age.