

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/4/1/2012-Rectt.

Dated the 12th September, 2012

CIRCULAR

Subject: Departmental examination for appointment in the grade of Personal Assistant in Rajya Sabha Secretariat

It is proposed to hold a departmental examination for appointment in the grade of Personal Assistant from amongst the regular employees of the Rajya Sabha Secretariat satisfying the following eligibility conditions: -

"3 years continuous service as Stenographer in Rajya Sabha Secretariat and possessing a minimum speed of 120 words per minute in English/Hindi Shorthand".

2. The scheme of examination for the said departmental examination will be as follows: -

<u>Stenographic Test at the speed of 120 wpm in English</u>		
Duration	Test	Marks
7 Minutes	Dictation of test passage in English at the speed of 120 words per minute	100
55 Minutes	Transcription of test passage (which includes 10 minutes for reading of notes)	

<u>Stenographic Test at the speed of 120 wpm in Hindi</u>		
Duration	Test	Marks
7 Minutes	Dictation of test passage in Hindi at the speed of 120 words per minute	100
70 Minutes	Transcription of test passage (which includes 10 minutes for reading of notes)	

Dictation of trial passage of 2 minutes duration will be given before the test passage in English as well as Hindi Stenographic Test.

3. Employees who fulfill the above condition of eligibility and are desirous of appearing in the examination may submit their applications, on the proforma attached herewith, on or before **12th October, 2012**, to the Recruitment Cell, Room No. 629, Terrace Floor, PHA, New Delhi.

4. The date, time and venue of the examination will be communicated later.

(D. K. JUNEJA)
JOINT DIRECTOR
Ph: 23035431

To

All Officers/Sections/ Pay & Accounts Office, Rajya Sabha

**APPLICATION FORM FOR DEPARTMENTAL EXAMINATION FOR APPOINTMENT IN
THE GRADE OF PERSONAL ASSISTANT
IN THE RAJYA SABHA SECRETARIAT**

1. Name in block letters : _____
2. Educational Qualification : _____
3. Shorthand Speed : English _____ w.p.m. & Hindi _____ w.p.m.
4. Date of Appointment in Rajya Sabha Secretariat as Stenographer (on regular basis) : _____
5. Present post held : _____
6. Whether belongs to Gen/SC/ST/OBC/PH : _____
7. Branch in which working/Officer with whom attached : _____
8. Telephone Number : _____

DECLARATION

I hereby declare that the statement in the application are true to the best of my knowledge and belief and that I have not furnished any false information or suppressed any factual information in the application.

Date : _____

(SIGNATURE OF APPLICANT)

(FORWARDING NOTE)

Forwarded to Recruitment Cell

Date : _____

Signature : _____

Designation of the Head of the
Section/Chief of Service/Officer
with whom attached

Recruitment Cell

