

Chapter-5

SELECTION PROCEDURE

5.1 Syllabus & Modalities

The selection process shall comprise of Two (02) Stages :

Stage I of the Examination	
Part(s) of Stage -I	Syllabus
<p>Part – A : General Studies (For both A.P.S.-English Stenography and A.P.S.-Hindi Stenography)</p> <p>Type : Multiple Choice Objective type test in Computer Based module (CBT).</p> <p>Total number - 150 MCQ</p> <p>Maximum Marks – 150</p> <p>Duration – 120 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 module (CBT).</p> <p>Maximum Marks : 50</p> <p>Duration - 15 minutes</p> <p>NO NEGATIVE MARKING</p> <p>MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS.</p>	<p>FOR A.P.S.- ENGLISH STENOGRAPHY</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> <hr/> <p>FOR A.P.S.- HINDI STENOGRAPHY</p> <p>A copy of part of Judgment (approximately 450 words) in HINDI will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes.</p> <p>NOTE: The font to be used for Hindi typing on computer shall be MANGAL on INSCRIPT Key board layout</p>

<p>Part C : Subjective Type Translation Test (approximately 250 words.)</p> <p>Type : Computer Based module (CBT).</p>	<p>FOR A.P.S. -ENGLISH STENOGRAPHY</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>Type : 15 minutes</p> <p>Maximum Marks – 50</p> <p>NO NEGATIVE MARKING</p> <p>MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS</p>	<p>FOR A.P.S.- HINDI STENOGRAPHY</p> <p>Translation of passage of approximately 250 words given in Shorthand to Hindi on Computer (From Sir Issac Pitman's Book or any other Book of Hindi Stenography of renowned writer).</p> <p>It shall be a Subjective Type Test.</p> <p>NOTE: The font to be used for Hindi translation/typing on computer shall be MANGAL on INSCRIPT Key board layout</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 style="text-align: center;">Stage II of the Examination</p> <p style="text-align: center;">(Ten Times of the Candidates against the total number of vacancies in each category for each post [Additional Private Secretary (English) and Additional Private Secretary (Hindi)] 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</p> <p>Type : Computer Based module (CBT).</p> <p>Maximum Marks : 150</p>	<p>FOR A.P.S.-ENGLISH STENOGRAPHY</p> <p>A Dictation of a passage in ENGLISH of 500 words (approximately) in 05 minutes will be given to the Candidates.</p> <p>The Candidates will take down the dictation in Shorthand and thereafter will transcribe the same on computer within 30 minutes.</p>
<p>Duration - 05 minutes for dictation & 30 minutes for transcription.</p> <p>NO NEGATIVE MARKING</p> <p>MINIMUM QUALIFYING MARKS : 120 MARKS OUT OF 150 MARKS</p>	<p>FOR A.P.S.-HINDI STENOGRAPHY</p> <p>A Dictation of a passage in HINDI of 400 words (approximately) in 05 minutes will be given to the Candidates.</p> <p>The Candidates will take down the dictation in Shorthand and thereafter will transcribe the same on computer within 30 minutes.</p> <p>NOTE: The font to be used for Hindi translation/typing on computer shall be MANGAL on INSCRIPT Key board layout</p>
<p style="text-align: center;">Total Marks (Stage I and Stage II) – 400 marks</p>	