

## Syllabus for the Post of Private Secretary (Post Code: 2003)

Scheme of Examination	Syllabus
<b>Stage -1:</b> Qualifying Test (MCQ)	1. General Hindi, General English, General Arithmetic, General Awareness, Current Affairs, Reasoning & Logical Abilities and Application of Computer Software like MS-Word, Excel, Power Point, etc. in day-to-day office work etc.
<b>Stage -2:</b> Written Test (Descriptive)	2. General Questions related to day to day working of an organization of Government of India
<b>Stage -3:</b> Stenography Test & Personality Test (Qualifying in nature)	3. Noting & drafting.
<b>Final Selection:</b> On the basis of the merit of Stage-2 subject to qualifying Stage 1 & Stage 3.	4. An overview of GoI Rules.
	5. Questions to test knowledge of stenography