



**Step-wise Procedure, Components for Written Test, Skill Test  
Criteria for Recruitment for the Post of Private Secretary  
vide Advertisement No. 4411 dated: 13.03.2024 /2412 dated: 28.10.2024)**

The step-wise procedure, Components for Written Test, Skill Test criteria for recruitment for the Posts of Private Secretary are as follows:

The step-wise procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment for the Post of Private Secretary are as follows:

Step-I: All the candidates who submit application form for the post will be invited to appear for Skill/Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfils the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfil minimum eligibility/qualification for the post, his/her application will be treated as cancelled.

**Scheme / Criteria for Skill / Trade Test for the Post of Private Secretary**

Subject	Duration Max.: 1h35m	Max. Marks	Description
Dictation of test passage in English and/ or Hindi at the speed of words per minute as specified in the CRR of the post	10 min.	10	The 30 marks will be awarded as follows: If E is the percentage of error, then marks awarded is = max [0, 30x(1-E/20)] For example: If the % of error is 18% then value of E will be considered as 18.
Transcription: on Computer	English: 40 min. / Hindi: 55 min.	20	
Computer proficiency (Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication, etc.)	30 min.	20	
<b>Total marks</b>		<b>50</b>	<b>Qualifying Marks: 18</b>
<b>Note:</b> Dictation of trial passage of 02 minutes duration will be given before the test passage in English / Hindi.			

The result of the Skill Test will be prepared and displayed on the Notice Board/University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for written test accordingly.

**Step-II: Multiple Choice Questions (MCQs):**

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1.5 hours
2.	Questions relevant to subject / work profile of the Post	50	50	
<b>Total</b>		<b>100</b>	<b>100</b>	<b>Qualifying marks: 35</b>

Note- Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.

Step-III: Preparation of Merit List for selection:-

1.	All those candidates who qualify in the <b>Step-II: Written Test &amp; Documents verification</b> will be ranked according to the marks obtained.												
2.	<p>Merit of the shortlisted candidates shall be calculated on the basis of the weightage given to the academic career, experiences, performance in the <b>Step-I: Skill/Trade Test</b> and/or <b>Step-II: Written Test</b> as depicted below:</p> <table> <tr> <th>Qualifications/Experiences/ performance in Step-I &amp; Step-II</th><th>Marks (Max.)</th></tr> <tr> <td><b>Academic Qualification</b> (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)</td><td>10</td></tr> <tr> <td><b>Experience</b> (Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.) - (Max. 05 marks)</td><td>05</td></tr> <tr> <td>80% of the marks secured in the <b>Step-I: Skill/Trade Test</b> (out of max. 50 marks)</td><td>40</td></tr> <tr> <td>45% of the marks secured in the <b>Step-II: Written Test</b> (MCQ) [out of max. 100 marks]</td><td>45</td></tr> <tr> <td><b>Total:</b></td><td><b>100</b></td></tr> </table>	Qualifications/Experiences/ performance in Step-I & Step-II	Marks (Max.)	<b>Academic Qualification</b> (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)	10	<b>Experience</b> (Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.) - (Max. 05 marks)	05	80% of the marks secured in the <b>Step-I: Skill/Trade Test</b> (out of max. 50 marks)	40	45% of the marks secured in the <b>Step-II: Written Test</b> (MCQ) [out of max. 100 marks]	45	<b>Total:</b>	<b>100</b>
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<b>Total:</b>	<b>100</b>												
3.	<p>Tie cases (equal marks in overall process) will be resolved using-</p> <ol style="list-style-type: none"> <li>Candidates with higher marks in <b>Step-II: Written Test</b> will be placed above those with lower marks.</li> <li>Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference.</li> <li>In case, above mentioned option is exhausted, it will be decided through draw of lots.</li> </ol>												
4.	Final list of the candidates (according to the marks obtained) will be prepared following the number of posts and reservation policy mentioned in the advertisement.												