

**Scheme of Departmental Examination for the post of
Personal Assistant in Rajya Sabha Secretariat**

Scheme of Departmental Examination for appointment in the grade of
Personal Assistant is as follows: -

Stenographic Test at the speed of 120 wpm in English

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)	

Stenographic Test at the speed of 120 wpm in Hindi

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.