

## Chapter-5

### SELECTION PROCEDURE

#### 5.1 Syllabus & Modalities

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

<b>Stage I of the Examination</b>	
<b>Part(s) of Stage -I</b>	<b>Syllabus</b>
<p><b>Part – A : General Studies</b> (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><b>NO NEGATIVE MARKING</b></p> <p><b>NO MINIMUM QUALIFYING MARKS.</b></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 &amp; 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><b>Part B : Computer Knowledge Test</b></p> <p>Type : Computer Based module (CBT).</p> <p>Maximum Marks : 50</p> <p>Duration - 15 minutes</p> <p><b>NO NEGATIVE MARKING</b></p> <p><b>MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS.</b></p>	<p><b>FOR A.P.S.- ENGLISH STENOGRAPHY</b></p> <p>A copy of part of Judgment (approximately 500 words) in <b>ENGLISH</b> will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes.</p> <hr/> <p><b>FOR A.P.S.- HINDI STENOGRAPHY</b></p> <p>A copy of part of Judgment (approximately 450 words) in <b>HINDI</b> will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes.</p> <p><b>NOTE:</b> The font to be used for Hindi typing on computer shall be MANGAL on INSCRIPT Key board layout</p>

<p><b>Part C : Subjective Type Translation Test</b> (approximately 250 words.)</p> <p>Type : Computer Based module (CBT).</p> <p>Type : 15 minutes</p> <p>Maximum Marks – 50</p> <p><b>NO NEGATIVE MARKING</b></p> <p><b>MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS</b></p>	<p><b>FOR A.P.S. -ENGLISH STENOGRAPHY</b></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><b>FOR A.P.S.- HINDI STENOGRAPHY</b></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><b>NOTE:</b> The font to be used for Hindi translation/typing on computer shall be MANGAL on INSCRIPT Key board layout</p>
<p><b>Note: Part 'A', Part 'B' &amp; 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.</b></p>	
<p style="text-align: center;"><b>Stage II of the Examination</b></p> <p>(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><b>Stage II – Shorthand Dictation Test</b></p> <p>Type : Computer Based module (CBT).</p> <p>Maximum Marks : 150</p> <p>Duration - 05 minutes for dictation &amp; 30 minutes for transcription.</p> <p><b>NO NEGATIVE MARKING</b></p> <p><b>MINIMUM QUALIFYING MARKS : 120 MARKS OUT OF 150 MARKS</b></p>	<p><b>FOR A.P.S.-ENGLISH STENOGRAPHY</b></p> <p>A Dictation of a passage in <b>ENGLISH</b> 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><b>FOR A.P.S.-HINDI STENOGRAPHY</b></p> <p>A Dictation of a passage in <b>HINDI</b> 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><b>NOTE:</b> 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;"><b>Total Marks (Stage I and Stage II) – 400 marks</b></p>	

- 5.2. The Examination for the post of Additional Private Secretary (For English Stenography) and Additional Private Secretary (For Hindi Stenography) shall be conducted separately on different dates.
- 5.3. **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.
- 5.4. It is mandatory for the candidates to appear in all the Parts/Stages of the Recruitment Examination
- 5.5. **Ten times of the candidates** against the total number of vacancies separately for each post in each category (vertical/horizontal) on the basis of marks obtained in the Stage-I Examination of Additional Private Secretary (English & Hindi) Recruitment Examination-2021 in order of merit shall be called to **appear in Stage-II Examination** i.e. Shorthand Dictation Test of Additional Private Secretary (English & Hindi) Recruitment Examination-2021
- 5.6. Date time and venue of **Stage-II Examination** i.e. Shorthand Dictation Test of the shortlisted candidates in Stage-I Examination of Additional Private Secretary (English & Hindi) Recruitment Examination-2021 shall be intimated to the candidates through separate admit card to be uploaded on the official websites.
- 5.7. The merit list shall be prepared on the basis of aggregate marks obtained in the Stage-I and Stage-II Examination. The list shall hold good for one year or until the next selection whichever is earlier.
- 5.8. If two or more candidates secure equal marks, then the candidates older in age shall be placed higher in final Merit list for either post i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi).
- 5.9. For the post of Additional Private Secretary (English) and Additional Private Secretary (Hindi), no Interview shall be held for selection.
- 5.10. The question paper of Stage-I (Part-A) Examination for both the posts i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi) will be available in both **English and Hindi** languages.
- 5.11. The Recruitment Committee shall have discretion to fix minimum qualifying marks for any stage of Examination.
- 5.12. The level of the question papers for both the posts i.e. Additional Private Secretary (English) and Additional Private Secretary (Hindi), shall be consistent with the educational qualification and syllabus prescribed for the Examination.
- 5.13. It is mandatory for the candidates to appear in all the parts/stages of the Examination.

Chapter-6

MARKING SCHEME

Stage/Part of Examination	Additional Private Secretary (English Stenography)	Additional Private Secretary (Hindi Stenography)
<p><b>Stage I (Part A) - Multiple Choice Objective Type Test</b></p>	<p>(i) To answer a Multiple Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.</p> <p>(ii) Each correct answer shall carry One (01) Mark.</p> <p>(iii) There is no negative marking for incorrect answers.</p> <p>(iv) No marks will be given for questions un-answered/un-attempted/ marked for review.</p> <p>(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.</p> <p>(vi) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.</p>	<p>(i) To answer a Multiple Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.</p> <p>(ii) Each correct answer shall carry One (01) Mark.</p> <p>(iii) There is no negative marking for incorrect answers.</p> <p>(iv) No marks will be given for questions un-answered/un-attempted/ marked for review.</p> <p>(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.</p> <p>(vi) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.</p>
<p><b>Stage I (Part B)- Computer Knowledge Test</b></p>	<p><b>Total Words 500 ,</b></p> <p>(i) Marks to be deducted on each mistake (error) <b>[Value of mistake (error): 01 Mistake (Error) = 0.100 marks]</b></p> <p>(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).</p> <p>(iii) An error in punctuation, bold/italic, shall be full mistake (errors).</p>	<p><b>Total Words 450 ,</b></p> <p>(i) Marks to be deducted on each mistake (error) <b>[Value of mistake (error): 01 Mistake (Error) = 0.111 marks]</b></p> <p>(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).</p> <p>(iii) An error in punctuation, bold/italic, shall be full mistake (errors).</p>

(iv) Every mistake in justification in every line (Left, Right & Centre) shall be considered as full mistake (errors).

(v) Mistake in phrasing of paragraph shall be considered as Full mistake (errors).

(vi) Marks for mistakes in spelling, punctuation and Bold/Italic will be calculated as per the enclosed evaluation chart.

(vii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error)

(viii) Extra words typed shall be deleted/ignored.

(ix) The evaluated copy must indicate-  
(i) No. of mistakes (error) made by the candidate  
(ii) Total Marks awarded

(x) Marks to be deducted on each mistake (error)  
**(Value of mistake (error): 01 Mistake (error)=0.100 mark).**

The Formula would be as under :-

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.1 mark
1	0.100
2	0.200
3	0.300
4	0.400
5	0.500
..	..
10	1.000
..	..

(iv) Every mistake in justification in every line (Left, Right & Centre) shall be considered as full mistake (errors).

(v) Mistake in phrasing of paragraph shall be considered as Full mistake (errors).

(vi) Marks for mistakes in spelling, punctuation and Bold/Italic will be calculated as per the enclosed evaluation chart.

(vii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error)

(viii) Extra words typed shall be deleted/ignored.

(ix) The evaluated copy must indicate-  
(i) No. of mistakes (error) made by the candidate  
(ii) Total Marks awarded

(x) Marks to be deducted on each mistake (error)  
**(Value of mistake (error): 01 Mistake (error)=0.111 mark).**

The Formula would be as under :-

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.1 mark
1	0.111
2	0.222
3	0.333
4	0.444
5	0.555
..	..
10	1.111
..	..

**Stage I (Part C)-  
Subjective Type  
Translation Test  
  
(For the passage  
containing**

(i) Marks to be deducted on each mistake (error)  
**[Value of mistake (error): 01 Mistake (Error) = 0.200 marks]**  
  
(ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).

(i) Marks to be deducted on each mistake (error)  
**[Value of mistake (error): 01 Mistake (Error) = 0.200 marks]**  
  
(ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).

approximately 250 words)

(iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).

(iv) Words typed beyond the prescribed words limit shall be deleted / ignored.

(v) The evaluated copy must indicate

- i. No. of mistakes (errors) made by the candidate
- ii. Total Marks awarded

(vi) Marks to be deducted on each mistake (error)

**(Value of mistake (error): 01 Mistake (error)=0.200 mark).**

The Formula would be as under :-

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.200 mark
1	0.200
2	0.400
3	0.600
4	0.800
5	1.000
..	..
10	2.000
..	..

(iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).

(iv) Words typed beyond the prescribed words limit shall be deleted / ignored.

(v) The evaluated copy must indicate

- i. No. of mistakes (errors) made by the candidate
- ii. Total Marks awarded

(vi) Marks to be deducted on each mistake (error)

**(Value of mistake (error): 01 Mistake (error)=0.200 mark).**

The Formula would be as under :-

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.200 mark
1	0.200
2	0.400
3	0.600
4	0.800
5	1.000
..	..
10	2.000
..	..

Stage II-Shorthand Dictation Test

**Total Words 500 ,(approximately) as dictated in 05 minutes.**

**Required Speed in English Shorthand is 100 words per minute and in English typewriting is 40 words per minute**

(i) Left-out words and spelling mistakes will be treated as full mistake/error.

(ii) An error in paragraphing and punctuation shall be treated as half mistake/error.

(iii) Typing of Letters, Words,

**Total Words 400 (approximately) as dictated in 05 minutes.**

**Required Speed in Hindi Shorthand is 80 words per minute and in Hindi typewriting is 30 words per minute**

(i) Left-out words and spelling mistakes will be treated as full mistake/error.

(ii) An error in paragraphing and punctuation shall be treated as half mistake/error.

(iii) Typing of Letters, Words,

Characters, Symbols or anything other than the contents of passage as dictated shall be treated as full mistake (error).

(iv) Marks will be awarded as per the enclosed chart of marks.

(v) Marks to be deducted on each mistake (error)

**(Value of mistake (error): 01 Mistake (error)=0.300 mark).**

(vi) The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.300 mark
1	0.300
2	0.600
3	0.900
4	1.200
5	1.500
..	..
10	3.000
..	..

Characters, Symbols or anything other than the contents of passage as dictated shall be treated as full mistake (error).

(iv) Marks will be awarded as per the enclosed chart of marks.

(v) Marks to be deducted on each mistake (error)

**(Value of mistake (error): 01 Mistake (error)=0.375 mark).**

(vi) The Formula would be as under : -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.2 mark
1	0.375
2	0.750
3	1.125
4	1.500
5	1.875
..	..
10	3.750
..	..

