



Scheme of Examination

Exam Time: 10.30 AM to 12.00 NOON

Private Secretary (Gr.B: Level:07: Gr.Pay Rs.4600/-)

The question paper consists of (Part -A & Part -B) Multiple Choice Questions. No negative marking.

Part – A:

General Awareness	15 Marks (2Qs×2.5; 5Q×2) – 7Q
Mathematical Ability	10 Marks (5Q)
Reasoning Ability	10 Marks (5Q)
Computer Awareness	15 Marks (2Qs×2.5; 5Q×2) – 7Q
Test of Language (English / Hindi)	10 Marks (5Q)

Total Marks Part -I	60 Marks

Part – B: Total Marks Part -II 40 Marks

As per the given syllabus in the notification i.e., CCS (Conduct Rules), Administration of HEI, Act, Statutes and Ordinances of HEI etc.

Skill Test :- Shorthand writing and typing test will be conducted as mentioned in the advertisement, 2.30 pm onwards 07.08.2024.

K V Uma Maheswara Rao
Registrar