

INDICATIVE SYLLABUS FOR THE POST OF PRIVATE SECRETARY

SKILL/TRADE TEST (50 MARKS)

1. Stenography Skill Test
2. Knowledge of computer applications (like MS-Word, Work Excel, Power Point, etc.)

WRITTEN TEST (100 MARKS)

a) General Awareness:

Questions will assess the candidate's general awareness and knowledge of current affairs, as well as matters of everyday observation expected of an educated person. The syllabus will include India and its neighbouring countries, with emphasis on History, Indian Polity and Constitution, Art and Culture, Geography, Economics, General Policy, Science and Scientific Research. Questions may also cover National and International Organisations/Institutions, important events, and current developments.

b) General Intelligence & Reasoning:

The test will include questions of both verbal and non-verbal reasoning. The syllabus will cover analogies, similarities and differences, classification, series, spatial visualization, problem-solving, analysis, judgment, decision-making, visual memory, observation, discrimination, relationships, concepts, arithmetical reasoning, verbal and figure classification, and arithmetical number series, etc.

c) Quantitative Aptitude:

The syllabus will cover Number System, Simplification, Decimals and Fractions, LCM and HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time and Work, Time and Distance, Tables and Graphs, and other basic quantitative concepts.

d) Test of English language:

The test will assess the candidate's understanding and correct usage of the English language, including Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, One-word Substitution, comprehension, and other aspects of correct usage of English.

e) Computer Awareness:

The syllabus will cover Computer Fundamentals, basic applications of computers, components of computers, computer hardware and software, operating systems, word processing, spreadsheets, Internet and web applications, computer security, networking, and basic information and communication technology (ICT).

f) Government of India Rules and Institute Rules:

Questions will cover relevant Government of India Rules, regulations, policies and procedures, as applicable to the post, along with the Act, Statutes, Rules, Regulations, Ordinances and other relevant provisions of IISER Kolkata/IISERs, as applicable.

g) Domain/Subject Knowledge:

Questions will assess the candidate's subject knowledge, technical competency, practical knowledge and understanding of the relevant domain/subject, corresponding to the qualifications, experience and area of expertise prescribed for the post.