

**SYLLABUS FOR THE POST OF PRIVATE SECRETARY (PRELIMINARY MCQs
BASED EXAM)**

Examination Scheme

Objective Type Multiple Choice Questions (MCQs)

Test Component	Number of Questions	Maximum Marks
General Awareness	20	20
Reasoning Ability	20	20
Mathematical Ability	20	20
English Language	20	20
Computer Fundamentals and Operations	20	20
Total	100	100

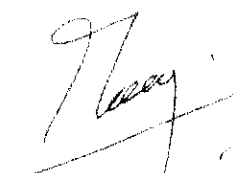
Medium of Examination: English and Hindi, except English Language section

Standard of Examination: Graduate Level

Detailed Syllabus

Section I: General Awareness: 20 Marks

Topic	Subtopics
Indian History	Ancient, Medieval and Modern Indian History
Indian Polity and Constitution	Fundamental Rights, Duties, Parliament, Judiciary, Governance
Geography	Physical, Political and Economic Geography of India and World
Economics	Indian Economy, Budget, Banking, Economic Development
Science and Scientific Research	Basic General Science, Recent Scientific Developments
Art and Culture	Indian Heritage, Dance, Music, Literature, Important Monuments



Current Affairs	National and International Events, Important Days, Awards and Honors
National and International Organizations	United Nations, WHO, UNESCO, Government Institutions
Government Policies and Schemes	Important Government Initiatives and Public Welfare Schemes

Section II: Reasoning Ability: 20 Marks

Topic	Subtopics
Verbal Reasoning	Analogies, Classification, Coding-Decoding, Series Completion
Analytical Ability	Problem Solving, Decision Making, Judgment and Analysis
Logical Reasoning	Statements and Conclusions, Syllogism, Logical Sequence
Non-Verbal Reasoning	Figure Classification, Pattern Recognition, Visual Memory
Relationship Concepts	Blood Relations, Direction Sense, Ranking and Order
Arithmetic Reasoning	Number Series, Mathematical Logic

Section III: Mathematical Ability: 20 Marks

Topic	Subtopics
Number System	Integers, Fractions, Decimals
Simplification	BODMAS, Approximation
Ratio and Proportion	Partnership, Variation
Percentage	Profit and Loss, Discount
Interest	Simple Interest and Compound Interest
Average	Numerical Applications
Time and Work	Pipes and Cistern
Time and Distance	Speed, Distance, Train Problems
Mensuration	Area, Volume, Surface Area
Data Interpretation	Tables, Graphs and Charts
H.C.F. and L.C.M.	Basic Numerical Problems

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Section IV: English Language: 20 Marks

Topic	Subtopics
Grammar	Parts of Speech, Tenses, Subject Verb Agreement
Vocabulary	Synonyms, Antonyms, One Word Substitution
Sentence Structure	Sentence Completion, Sentence Improvement, Sentence Arrangement
Error Detection	Spotting Errors, Error Correction
Comprehension	Passage Completion, Reading Comprehension
Writing Skills	Transformation of Sentences, Joining Sentences
Idioms and Phrases	Usage and Meaning
Voice and Narration	Active and Passive Voice, Direct and Indirect Speech
Prepositions and Usage	Appropriate Word Usage

Section V: Computer Fundamentals and Operations: 20 Marks

Topic	Subtopics
Fundamentals of Computer	Computer Basics, Hardware and Software
Operating Systems	Windows Operating System Basics
MS Word	Document Creation, Formatting, Tables, Mail Merge
MS Excel	Spreadsheets, Formulas, Functions, Charts
MS PowerPoint	Presentation Creation and Editing
Microsoft OneNote	Note Management and Collaboration
Internet and Email	Web Browsing, Search Engines, Email Operations
Information Technology	Basics of IT and Digital Communication
Workplace Productivity Tools	File Management, Cloud Storage, Collaboration Tools
Cyber Awareness	Safe Internet Practices and Data Security

