

Selection Process of Section Officer Grade II (Secretarial) Post

General Instructions

The Selection process will be consisting of (i) Stage I: Written test and (ii) Stage II: Skill test.

Stage I: Written Test

The Stage I written examination spanning over 3 hours duration in English language shall comprise of single compulsory paper consisting of objective type questions for 200 marks with following weightage:

For the post of Section Officer Grade II (Secretarial)

Component	Weightage
Post specific	50%
Mental ability, Reasoning and Mathematical skills	10%
General Awareness	10%
Computer Awareness	10%
English Language Proficiency	20%

Based on the written test, candidates will be shortlisted for the **Skill Test**. The shortlisting criteria are given below:

- (a) Candidates duly fulfilling essential qualification, experience, age and other criteria as per the advertisement, are required to appear in the written test.
- (b) The qualified candidates will be ranked based on their total scores obtained in all sections of the written test.
- (c) The number of candidates shall be shortlisted and called for the skill test is around 15 times against the vacant post as per the advertisement.

Stage II: Skill Test

The skill test shall be conducted for the shortlisted candidates of Stage I. The skill test for 100 marks spanning over 2 hours duration shall be conducted and the qualifying mark for skill test is 60 %. The merit list shall be prepared based on the marks obtained in Stage I (Written test) among the qualified candidates of Stage II (Skill test).

Stage I: Indicative Syllabus of Written Test

Total: 200 Marks

Exam. Duration: 3 Hrs.

Government Rules and Regulations:

General Financial Rules (latest edition), Basics of Fundamental Rules & Supplementary Rules, CCS (Leave) Rules, CCS (LTC) Rules, CSMA Rules, CCS (Pension) Rules, CPWD Manual, National Pension System, Inventory management, Role of DDO, Income tax Acts and rules, GST, professional tax and other tax rules, Manual of procurement of goods, Manual of procurement of services and Manual of procurement of works, GeM, contract management, audit of autonomous bodies, C & AG etc. Constitutional provisions relating to service matters, Children Education Allowance, CCS (Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and foreign Service, Pay & Allowances, Pay Fixation, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotions, Gratuity, Leave Encashment, Travelling matters etc.

Mathematical Abilities:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances. Standard Identities.

Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation, calculation of simple probabilities.

Reasoning & General Intelligence:

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other subtopics, if any.

General Awareness:

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

Computer Awareness:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

Basics of networking and cyber security: Networking devices and protocols, Network and information security threats and preventive measures.

English Language and Comprehension:

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Stage II: Indicative Syllabus of Skill Test

Total: 100 Marks

Exam. Duration: 2 Hrs.

1. Essay writing
2. Precis writing
3. Drafting and Noting
4. Conducting various statutory and non-statutory meeting's viz., drafting of notice along with agenda, resolutions, explanatory noting's and minutes of meetings etc.
5. Manual of Official Procedure
6. Official Language Acts & Rules
7. Domain knowledge of Information technology
8. Right to Information Act, 2005
9. Knowledge of CVC Guidelines & manuals
10. Secretarial practices in inter-departmental/govt. correspondence, maintenance of daily diary, appointment, meetings
11. Case study
12. Descriptive questions on official letters
13. Knowledge of general administration including academic-related matters
14. Broad administrative structure of NITTTR system its rules, regulations etc.
15. Typing test
16. Stenography test
17. Computer Proficiency test on MS Office

The Syllabus for MS Office broadly covers the following topics:

MS Word:

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects.

MS Excel:

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views for Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object

MS PowerPoint:

Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows.

Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art.

Sd/-

Director

NITTTR, Kolkata

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