the posts of SPA and PA. Therefore, there will be no provision for Scribe or compensatory time in any part/stage of examination for the PwBD candidates.

V. Mode of Selection :

1. For the Post of Senior Personal Assistant:-

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

Stage – I (Qualifying Stage)	
English Typing Test	Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer. The criterion of "characters with space" for calculating the typing speed will be adopted and **total number of mistakes permissible would be 3% of the total words typed.** Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).
Stage – II	
English Shorthand Tests **Total Marks – 120 Marks** **Total Time – 5 Minutes for Dictation and 45 Minutes for Transcription**	110 words per minute. The passage of 550 words will be dictated in five (5) minutes' duration. Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage. **Total number of mistakes permissible would be 5% of the total words dictated, i.e., Twenty Seven and a half (27.5). Four (4) marks will be deducted for committing one full mistake each and Two (2) marks will be deducted for committing every half (½) mistake. Candidates committing Twenty Seven and a half (27.5) mistakes will get Ten (10) marks. Candidates committing more than 27.5 mistakes will be disqualified.** Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered. Only the successful/qualified candidates of Stage-II (English Shorthand Tests) will be called for the next stage of Examination, i.e., Stage-III ((Main –Descriptive Examination).

Stage – III	
Main (Descriptive) Examination **Total Marks – 100 Marks** **Total Time – 120 Minutes**	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks). Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwBD) candidates will be 45% (i.e., 45 Marks out of 100 Marks). Only the successful/qualified candidates of Stage-III ((Main –Descriptive Examination) will be called for the next stage of Examination, i.e., Stage-IV (Interview).
Stage – IV	
Interview Total Marks – 15 Marks	The Maximum marks for interview would be 15 marks and there will be no minimum qualifying marks in the interview.

2. **For the post of Personal Assistant:-**

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

Stage – I (Qualifying Stage)	
English Typing Test	Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer. The criterion of "characters with space" for calculating the typing speed will be adopted and **total number of mistakes permissible would be 3% of the total words typed**. Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).
Stage – II	
English Shorthand Tests **Total Marks – 110 Marks** **Total Time – 5 Minutes for**	100 words per minute. The passage of 500 words will be dictated in five (5) minutes' duration. Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.

Dictation and 45 Minutes for Transcription	**Total number of mistakes permissible would be 5 % of the total words dictated, i.e., Twenty Five (25). Four (4) marks will be deducted for committing one full mistake each and Two (2) marks will be deducted for committing every half (½) mistake. Candidates committing Twenty Five (25) mistakes will get ten (10) marks. Candidates committing more than 25 mistakes will be disqualified.** Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered. Only the successful/qualified candidates of Stage-II (English Shorthand Tests) will be called for the next stage of Examination, i.e., Stage-III ((Main –Descriptive Examination).
Stage – III	
Main (Descriptive) Examination **Total Marks – 100 Marks** **Total Time – 120 Minutes**	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks). Minimum passing marks for Reserved Category (including PwBD) candidates will be 45% (i.e., 45 Marks out of 100 Marks). Only the successful/qualified candidates of Stage-III ((Main –Descriptive Examination) will be called for the next stage of Examination, i.e., Stage-IV (Interview).
Stage – IV	
Interview Total Marks – 15 Marks	The Maximum marks for interview would be 15 marks and there will be no minimum qualifying marks in the interview.

Notes:

The final select / merit list will be prepared by adding the marks secured by candidate(s) in Stage-II, i.e., English Shorthand Tests, Stage-III, i.e., Main (Descriptive) Examination and Stage-IV i.e., Interview, while Stage-I, i.e., English Typing Test is qualifying in nature.

The cases of tie of marks will be resolved by applying the following methods one after another:-

(i) Marks obtained in Stage-II, i.e., English Shorthand Tests.
(ii) Marks obtained in Stage – III, i.e., Main (Descriptive) Examination.
(iii) Marks obtained in Stage – IV, i.e., Interview.
(iv) Date of Birth, i.e., the candidate older in age gets preference over younger in age.