



IB Personal Assistant Syllabus

3. SCHEME OF EXAMINATION:

Description of Examination	Max. Marks	Time	
Written Examination	Objective type paper : 80 questions on General Studies / Awareness, Numerical Ability, Reasoning, etc.	80	
	Descriptive paper a) Essay in English/Hindi of not more than 300 words on a topic out of 4 choices: 25 marks b) English/Hindi comprehension: 15 marks c) Test of English/Hindi language, antonyms, synonyms, one word substitution, etc: 30 marks	70	Total 2 hours for Objective and Descriptive paper
Stenography Skill Test	English or Hindi Shorthand @ 100 words per minute (i) Dictation: 10 minutes @ 100 words per minute (ii) Skill test on computer - transcription of shorthand, 40 minutes (English) and 55 minutes (Hindi).	50	10 minutes for shorthand & 40 minutes for transcription in English and 55 minutes for Hindi respectively, on computer only.

4. SELECTION OF CANDIDATES: Those candidates who acquire a specific standard in the written test will be called for the skill test. The date, place and time of the skill test shall be intimated to the candidates online. Admit cards for the written examination as well as the skill test, if called for, would be sent to the candidates at the email provided by them in the online application form. The candidates would also have an option to download their admit cards if they do not receive it by email. Based on the performance of the candidates in written & the skill test, they will be selected subject to the condition of successful completion of their Character and Antecedent verification followed by medical examination.

