

**Syllabus of Main Examination for recruitment to
Personal Assistant, Grade-II(PA-II)**

Examination shall be conducted in the following subjects/papers as per the secondary (Madhyamik) Standard:-

| <u>Subject</u> | <u>Total Marks</u> | <u>Time allowed</u> |
|---|---------------------------|----------------------------|
| Paper-I English | 100 | 3 hours |
| Paper-II Bengali or Alternative English | 50 | 1.5 hours |
| Paper-III General Knowledge & Current Affairs | 100 | 3 hours |
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| Grand Total = 250 | | |

The details of the Papers: topics to be included and pattern of questions are as under:-

(1) Paper – I (English)

- (a) An exercise in composition to test a candidate's ability to write in simple and correct English. It may be an essay or drafting a report or a letter of about 400 words from points or materials supplied.
- (b) To write a précis of a series of correspondence or a summary of given passage to test candidate's capacity of comprehension and expression.
- (c) Translation from Bengali, Kokborok, Hindi as the case may be, to English.
- (d) Correction of sentences.
- (e) Punctuation.
- (f) Correct use of words and common phrases.

(2) Paper – II (Bengali)

- (a) An essay or a letter of about 400 words to test a candidate's ability to write in elegant Bengali.
- (b) To condense a prose passage of about 1000 words.
- (c) Translation from English to Bengali.

OR

(2) Paper – II (Alternative English)

A. Questions will be set from the following pieces:

PROSE

- (1) The Selfish Giant (Oscar Wilde).
- (2) A daily Drama (Jerome K. Jerome).
- (3) Narayan Hemchandra (M.K. Gandhi)

Contd.....P/2

POETRY

- (1) We are seven (William Wordsworth)
- (2) Breathes there the Man (Walter Scott).
- (3) To one who has been long in city pent (John Keats).
- (4) Where the Mind is without Fear (Rabindranath Tagore)
- (5) Time, You Old Gipsy Man (Relph Hodgson).
- (6) The song of the Palanquin Bearers (Sarojini Naidu).

B. The pattern of questions will be:

- (1) Objective Type (on Text)
(Filling up of blanks, Antonyms, Synonyms).
- (2) Short (informative) questions.
(Who is the speaker, to whom said, place of occurrence etc.)
- (3) Broad questions. (Within one paragraph, or description central idea).
- (4) Textual Grammar

(a) Punctuation.

(b) Transformation :-

Four sentences from the Text will be set for

- (i) Change of voice
- (ii) Change of Narration
- (iii) Change of kind of sentences
- (iv) Change of Degrees of comparison

(c) Substitution of Idioms for words :-

(Five) sentences are to be from the Text. Three of them are to be attempted. One word in each sentence is to be italics. Right idioms are to be substituted for the italicized words.

(3) Paper – III (General Knowledge & Current Affairs)

The paper will consist of questions to test the extent of a candidate's knowledge and his/her capacity to express himself/herself correctly on matters of common knowledge and current events and problems with special reference to India. Elementary knowledge of Indian History and Indian Geography may also be tested.

Sd/-
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(A. Pal)
Controller of Exams.
TPSC