

Notice

Central Secretariat Clerical Service(CSCS) Junior Secretariat Assistants' Grade Limited Departmental Competitive Examination, 2019 to 2020 and 2021 to 2023 in two phases

DoP&T F. No.10/1/2023-CS.II(B): Vide Notice dated 09.01.2024, National Testing Agency (NTA) notified for holding of Central Secretariat Clerical Service(CSCS) Junior Secretariat Assistants' Grade Limited Departmental Competitive Examination for the year 2019-2020 and 2021-2023 in two phases. Under para 19 of the said Notice, it was mentioned that the exam would be conducted according to the following scheme and syllabus:-

	Subject	No. of Questions	Maximum marks	Time duration
Part-I (Computer based test)	Comprehension / General English: Candidates will be tested in simple composition and Applied Grammar.	60	60	3 hours (4 hours for the candidates eligible for scribe)
	General Knowledge: Knowledge of current events, matter of every day observation, experience and general information about India.	60	60	
	CSMOP: Simple questions from chapter no. 5, 6 and 10 of latest CSMOP i.e. Management of Dak Receipts, File Management System, Records Management	60	60	
Objective Type Multiple Choice only.				
Part-II (Evaluation of record of service)			60	
	Total Marks		240	

2. As the filling of APARs for MTS is yet to be fully implemented across ministries/ departments, it has been decided with the approval of the competent authority to dispense with the second Part of the said examination, i.e. Part-II Evaluation of record of service. Hence, the result of the said exams shall be finalized solely on the basis of performance of candidates in Part-I (Computer based test consisting of 180 Marks) of the said examination.

BDM
13/03/2024

Under Secretary to the Government of India