



National Institute of Food Technology Entrepreneurship and Management
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956
An Autonomous Institution under Ministry of Food Processing Industries, Government of India, Sonapat,
Haryana, India



F. No. N/S/K/Rectt./1160/2015-16/

Dated: 15-3-2017

Notice

In reference to the published Advertisement No. N/S/K/707/2013-17 Dated: 04-01-2017. The selection Process for the post of Private Secretary in the Pay Band-II of Rs. 9300-34800+GP of Rs. 4600/- is as follows:

The SCHEME OF EXAMINATION FOR: PRIVATE SECRETARY (PS)

- (i) **Objective (multiple choice OMR/Computer based) Test: 200 questions one mark each (Maximum Marks-200)**

Written Examination	No. of Multiple Choice Questions	Duration three hours
General Intelligence & Reasoning	50	45 minutes
General Awareness	50	45 minutes
Quantitative Aptitude	50	45 minutes
English Comprehension	50	45 minutes

There will be Negative Marking of 0.25 for each wrong answer.

- (ii) **Descriptive Test: 05 questions 10 mark each (Maximum Marks-50).**

Written Examination	No. of Questions	Duration one hour
Subjective/Descriptive Test (Which may cover letter /eassy writing, drafting of note, making of proposal and essay writing, Govt. Rules, office procedures etc.)	5 questions of 10 marks each	60 minutes

- (iii) **Skill Tests: 50 Marks (30 minutes.) Typing test will be qualifying**
The Skill Test will comprise typing, making of Power Point Presentation, preparing Excel sheet.

Skills Test	Marks	Duration 30 minutes
Stenography skill test English @ 80 words per minute (i) Dictation: 5 minutes @ 80 words per minute (ii) Skill test on computer-transcription of shorthand, 20 minutes (English).	50	05 minutes for shorthand & 20 minutes for transcription in English on computer only.
Typing Test (30 words per minute)	30	10 minutes
Making of PPT	10	10 minutes
Working on Excel	10	10 minutes

Stenography skill test as above and typing speed of 30 w.p.m. in English on computer is mandatory and answer sheets of only such candidates will be evaluated who attain above dictation and typing speed. The passing marks for written and skill test will be 40% (i.e. 140 marks out of 350 marks).

After the examination and skills test, merit list will be drawn on the basis of marks obtained.

In case two or more candidates secure same marks in the written (objective & descriptive) and skills test, the tie will be resolved by the following procedure:

- a) On the basis of date of birth with older candidate placed higher in merit
- b) Alphabetical order of first names of the candidates

All eligible candidates will be called for written test and skills tests. Biometric attendance of candidates will be taken in the beginning.



Registrar, NIFTEM