Exam Pattern and Syllabus of UPSC SO/Steno Exam

The subjects, in which the candidates competing for different categories of services will be required to take the written examination, will be as follows:--

Paper No.	Subject	Type of Paper	Max. Marks	Duration
1	General Studies & General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005.	Objective	150	2 Hrs.
2	Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services.	Objective	150	2 Hrs.
3	Noting and Drafting, Precis writing	Subjective	200	3 Hrs.
	Evaluation of record of Service		100	

Total Marks - 600

Penalty for wrong answers (in Objective Type Papers)

THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank, i.e., no answer is given by the candidate, there will be no penalty for that question.

4. Syllabi for the Examination will be as shown in the schedule.

5. Candidates are allowed the option to answer the Noting and Drafting, Precis Writing paper either in Hindi (Devanagari) or in English. All the three question papers/test booklets will be set both in Hindi and English.

Note 1: Candidates desirous of exercising the option to answer the Noting and Drafting, Precis Writing paper in Hindi (Devanagari) should indicate their intention to do so in relevant column of on-line Application Form; otherwise it would be assumed that they would answer the aforesaid paper in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 2: Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

Note 3: If a medium other than the one indicated by the candidate in the application form is used to write the answer in the examination, the paper of such candidates will not be evaluated.

6. The shorthand test in English/Hindi would comprise dictation test at the speed of 100 words per minute of ten minutes which the candidate will be required to transcribe in 40/55 minutes.

7. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.

8. Appearance of candidates in all the three papers is a must for qualifying in the examination. The commission has the discretion to fix minimum qualifying marks in any or all the subjects of the examination.

9. Marks will not be allotted for mere superficial knowledge.

10. Deduction upto 5% of the maximum marks in the written subject will be made for illegible handwriting.

11. Credit will be given for orderly, effective and exact expression combined with due economy of words in the subjective paper.

12. Candidates should use only international form of Indian numerals (e.g. 1, 2, 3, 4, 5, 6 etc.) while answering Paper - III.

SCHEDULE

Syllabi for examination

WHERE KHOWLEDGE OF THE RULES, ORDERS, INSTRUCTIONS ETC. IS REQUIRED, CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UP TO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

PAPER – I

The paper will cover subjects of interest and importance in the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Developmental Schemes as also intelligence awareness of current affairs both national and international.

A broad knowledge of the following aspects will also be expected :

(i) The principles of the Constitution of India

(ii) Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha

(iii) The organization of the machinery of the Govt. of India, Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices and their relation inter se.

(iv) RTI Act, 2005.

PAPER - II

This paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and attached offices. Detailed knowledge of General Financial and Service Rules viz., Conduct Rules, Leave Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended -

(for Category I, IV,VIII & IX)

1. Manual of office procedure (latest edition)
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs. (for Category I & IV only)
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Compilation of the General Financial Rules, (Revised and Enlarged).
10. Delegation of Financial Power Rules.
11. Intelligence Bureau Standing Orders (for Category VIII only).

(for Category II & V)

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the I.S.T.M.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Classification, Control and Appeal) Rules.
7. Compilation of the General Financial Rules (Revised and enlarged).
8. Delegation of Financial Power Rules.
9. Indian Foreign Service (PLCA) Rules.
10. Financial Powers of Government of India's Representatives abroad.
11. Assisted Medical Attendance Schemes.
12. Indian Foreign Service (Conduct and Discipline) rules.

(for Category III & VII)

1. Manual of Office Procedure issued by the Min. of Railways (Railway Board).
2. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
3. Indian Railway Admn. and Finance (excluding Chapters V, VI, VIII & IX).
4. Indian Railway Financial Code Vol. I (excluding Chapter II and VI).
5. Indian Railway Establishment Code Vol. I.
6. The Railway Services (Conduct) Rules, 1966.
7. The Railway Servants (Discipline and Appeal) Rule, 1968.

(for Category VI)

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Financial Regulations Part I (Revised Edition).

PAPER – III

Candidates are required to prepare notes and drafts on specific problems and précis from a passage.