

योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

No.10/SPAV/Estt./Non-Teaching/PA-Syllabus/2026

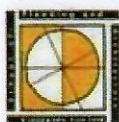
Date: 21.08.2026

SELECTION PROCEDURE FOR THE POST OF PERSONAL ASSISTANT
(Advt. No. SPAV/02/2026 Dt:08.08.2026)

1. The selection process shall be consisting of two stages i.e. Stage-I: Written test & Stage-II: Skill Test.
Skill Test shall be of Qualifying nature Only.
Final Selection will be based on performance in the Written Test.

2. Pattern of the Written Test:

Name of the Post	:	Personal Assistant (Level - 6)
Details of the Scheme & Pattern of Examination:	:	<u>Stage-I (Objective Type):</u> ➤ Total Questions : 80 (MCQ Type) ➤ Maximum Marks : 80 ➤ Negative Marking : 0.25 marks will be deducted for each wrong answer ➤ Duration : 120 Minutes <u>Part-A (General Intelligence):</u> (50 Marks) ➤ General English ➤ Quantitative Aptitude and Reasoning ➤ General Knowledge and Current Affairs ➤ Computer Awareness <u>Part-B (Domain Knowledge):</u> (30 Marks) <u>Stage-II (Skill Test): Qualifying in nature</u> (a) Stenography in English or Hindi with minimum speed of 100 wpm. (c) Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.

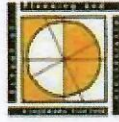


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3. SYLLABUS FOR THE POST OF PERSONAL ASSISTANT:

Part-A (General Intelligence) (Marks-50)

A (i)	General English - Tenses, Active and Passive Voice, Direct & Indirect speech, Correction of sentence, One word substitutes, Articles, Clauses, Synonyms, Antonyms, Idioms & Phrases.	10 Marks
A (ii)	Quantitative Aptitude and Reasoning - Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Problems on Numbers, Square root, Cube root, Time and Distance, Mensuration and Other Basic Arithmetic related problems Number Series Compilation, Missing Number finding, Pattern series, Direction Sense Test, Series Compilations, Classification, Missing Character finding, odd man out, Blood relations, Analogy, Coding & Decoding, Letter & Symbol Series, Verbal reasoning, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Pie Chart & Bar Chart etc.	20 Marks
A (iii)	General Knowledge and Current Affairs - Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Days and Years, Current Affairs, Government Schemes related to Ministry of Education etc.	10 Marks
A (iv)	Computer Awareness - Characteristics of Computers, Computer Organisation/Configuration including RAM, ROM, File and Folder Systems, Input/ Output Devices, Computer Software, Relationship between Hardware and Software (Open source and licensed), Operating System, MS Office (exposure to Word, Excel/Spread sheet, Power Point), Conversion of Word file to PDF file, Search Engines, Browsers, Internet, Mail merging, Servers, Computer Peripherals, Tally, ERP, ICT in Education, Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance.	10 Marks



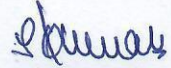
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Part-B (Domain Knowledge) (Marks-30)

B (i)	Academic Administration with Special reference to SPA's: SPA Act, Statutes and Academic ordinances of SPA, Vijayawada; Role and Functions of Board of Governors, Senate, Finance Committee and Building & Works Committee.	5 Marks
B (ii)	General Administration and Service Rules Fundamental Rules (FR's) & Supplementary Rules (SR's) CCS (Conduct) Rules, 1964; CCS(CCA) Rules, 1965 TA Rules; LTC Rules, 1988; CCS (Leave) Rules, 1972; CS (MA) Rules, 1944, CCS (Pension) Rules 1972 & 2021 GPF, National Pension System (NPS) Pay & Addition to Pay, Pay Fixation, CEA, Confirmation of appointment, allowances, Joining Time Rules, Reservation in appointment, Deputation, Foreign service, Lien, Dismissal, Removal and suspension etc.	10 Marks
B (iii)	Government Acts relevant to Academic Administration The Right to Information Act, 2005 NEP 2020 with special emphasis on Higher Education, Regulatory bodies in Higher Education, Accreditation and ranking of Higher Education institutions; POSH Act, Anti Ragging Act	5 Marks
B (iv)	Office Procedures: Office Procedures, Noting, Drafting, Forms and Procedure of Communication, File Management System, Aids to processing, Record management etc.	10 Marks

Note:- 1. The Syllabus is suggestive and indicative in nature having only broader areas for reference. The Candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.

2. As per point No.9 under General Terms and Conditions of Advt No.SPAV/02/2026 Dt: 08.08.2026, All the queries pertaining to this recruitment process shall be entertained up to 6 months only from the date of declaration of results.


Registrar I/c, SPAV