

L.D. ASSISTANT-CUM-TYPIST, GRADE-VI

TRIPURA SECRETARIAT SERVICE • GROUP-C, NON-GAZETTED

SYLLABUS & EXAMINATION PATTERN

WRITTEN EXAMINATION

1. EXAMINATION OVERVIEW

Paper	Subject	Marks	Time	Type
Paper-I	English	100	2 Hours	Descriptive + MCQ
Paper-II	General Knowledge & Current Affairs	100	2 Hours	OMR-Based MCQ
Total	Written Examination	200	—	—

2. PAPER-I — ENGLISH

100 Marks | 2 Hours

A. Descriptive / Conventional — 40 Marks

- Report Writing
- Essay Writing
- Translation into English from Bengali
- Summary / Précis Writing

B. OMR-Based MCQ — 60 Marks

- Appropriate use of Prepositions and Articles
- Correction of Sentences
- Common Phrases
- Synonyms and Antonyms

3. PAPER-II — GENERAL KNOWLEDGE & CURRENT AFFAIRS

100 Marks | 2 Hours | OMR-Based MCQ

- Matters of common experience
- Current events and problems
- Current affairs with special reference to **India and the World**
- Elementary Knowledge of **Indian History**
- Elementary Knowledge of **Indian Geography**

Examination Standard: Higher Secondary (+2 Stage) Standard

TYPE TEST & SELECTION PROCESS

4. TYPE TEST

50 Marks

- Candidates qualifying in the Written Examination will be called for the Type Test.
- Candidates will be called **category-wise in the ratio of 1:5**.
- This means **5 candidates will be called for every vacancy**.
- Candidates securing marks equal to the **last qualified candidate** will also be called.
- A candidate remaining **absent in the Type Test** will not be considered for final selection.

5. FINAL SELECTION

Total: 250 Marks

Final merit will be prepared based on the aggregate marks obtained in:

Written Examination	200 Marks
+	

Type Test	50 Marks
Final Selection	250 Marks

Selection will be made **in order of merit** based on the aggregate marks.

6. TIE-BREAKING CRITERIA

1st Priority: Candidate **senior in age** will be placed higher in merit.

2nd Priority: If candidates have equal marks and the **same age**, merit will be decided based on the **percentage of marks obtained in the minimum educational qualification** prescribed under the applicable Recruitment/Service Rules.

7. QUICK EXAM SUMMARY

Stage / Component	Marks
English — Descriptive	40
English — MCQ	60
General Knowledge & Current Affairs	100
Written Examination	200
Type Test	50
TOTAL	250

IMPORTANT

Examination Level: Higher Secondary (+2 Stage)

Written Examination: 200 Marks

Type Test: 50 Marks

Final Selection: Based on Written Examination + Type Test

Concise syllabus reference • Verify the latest official recruitment notification/service rules before relying on examination details.