

Delhi High Court Personal Assistant Syllabus | Check Delhi High Court PA Exam Pattern

Delhi High Court Personal Assistant Exam Pattern

Stages	Examination	Scheme
Stage – I	Written Examination (Objective type)	<p>The paper will comprise 120 questions of one mark each. There shall be 25% negative marking for every wrong answer. The subject wise bifurcation of questions shall be as follows:-</p> <p>English- 60 questions. General Knowledge- 30 questions and General Intelligence - 30 questions.</p> <p>Qualifying criteria for General Category will be 50% in each subject and 45% in case of Reserved Category (including PH and Ex-Servicemen candidates)</p> <p>Out of successful candidates, candidates to the extent of 100 times the number of vacancies in each category advertised, would be called for the next stage of the examination.</p>
Stage – II	English Typewriting Test	<p>40 words per minute. The test would be of ten minutes duration and will be on computers.</p> <p>The criterion of "characters with space" for calculating the typing speed will be adopted and total number of mistakes permissible would be 3% of the total words typed.</p>
Stage – III	English Shorthand Test	<p>100 words per minute. The test will be in English language and of five minutes duration. Candidates will be required to transcribe the dictated passage on computers in 40 minutes.</p> <p>3% (of the total words dictated) will be the permissible mistakes for qualifying the Exam.</p>
Stage – IV	Written Examination (Descriptive)	<p>Candidates who qualify written test (objective type), typing test and shorthand test will be called for written examination (descriptive) carrying a weightage of 100 marks. The written examination will be of two hours duration consisting of Essay, Translation, Comprehension and Letter writing of 25 marks each and Pass marks will be 50% for General Candidates and 45% for Reserved Categories.</p>
Stage – V	Interview	<p>Candidates who will be found successful will be called for Interview which would consist of 30 marks. Pass marks would be 50% for General Candidates and 45% for Reserved Categories.</p>

Stage	Examination	Subject Names	Total Questions	Exam Duration	Marks
I	Written Examination (Objective type)	English	60	-	-
		General Knowledge	30		
		General Intelligence	30		
II	English Typewriting Test	English	-	10 Minutes	-
III	English Shorthand Test	English Language	-	05 Minutes	-
IV	Written Examination (Descriptive)	Essay, Translation	-	02 Hours	100
		Comprehension and Letter writing			
V	Interview				30

Delhi High Court Personal Assistant Exam Syllabus: Topic Wise

English

- Spotting Errors
- Prepositions
- Sentence Completion
- Transformation
- Idioms and Phrases
- Synonyms
- Para Completion
- Joining Sentences
- Error Correction (Underlined Part)
- Antonyms
- Spelling Test
- Sentence Improvement
- Passage Completion
- Error Correction (Phrase in Bold)
- Fill in the blanks
- Substitution

- Sentence Arrangement
- Active and Passive Voice

General Knowledge

- Rivers, Lakes, and Seas.
- Heritage.
- Tourism.
- Indian Economy.
- Biology.
- Literature.
- Indian Politics.
- Sports.
- Famous Places in India.
- Indian History.
- Geography.
- Famous Books & Authors.
- Current Affairs.
- General Science.
- Famous Days & Dates.
- Environmental Issues.
- Countries and Capitals.
- Civics.
- Artists.
- Inventions and Discoveries.
- Indian Parliament.

General Intelligence

- Decision Making
- Statement Conclusion
- Spatial Orientation
- Analysis
- Coding and Decoding
- Problem Solving
- Relationship Concepts
- Arithmetical Reasoning
- Discrimination
- Analogies
- Space Visualization
- Visual Memory
- Arithmetic Number Series
- Figural Classification