

For the candidates from outside the State, the said prescribed Form can also be down loaded and **printed in colour font (A4 size 90 GSM paper)** from the Website <http://www.tpsc.gov.in> and in that case, the prescribed Recruitment Fee is to be paid to the **Account No.31176521319** of the State Bank of India (core banking branches) in favour of the **Secretary, Tripura Public Service Commission**. The Bank deposit Receipt is to be affixed with the filled up application form in the specified Box on the 2nd page of the form.

(4) (a) As per service rule the Recruitment process will comprise of three successive stages viz.(i) Preliminary Examination of **100 marks** (multiple Choice Type Test), (ii) Type Writing (Using Computer) of **100 marks** & Shorthand Writing & Transcription (using computer) of **200 marks** and (iii) Main Examination of **250 marks** (Conventional Type Test).

(b) Syllabus for the Preliminary Examination:-

Part	Syllabus	Full Marks	Total Marks	Time
I English	Use of appropriate Preposition and Article, Synonyms and Antonyms, Use of common phrase and Idioms Comprehension, Ordering of words in a Sentence, Spotting of Errors etc.	50	100	2 Hours
II General Studies	General Knowledge with special reference to Tripura & North Eastern Region, Current Affairs of Local, National and International Importance, Simple Arithmetic, Mental Ability etc.	50		

(c) A limited no. of candidates, maximum **5 (five)** times of total vacant posts(in category wise), will be selected merit wise for Type Writing & Shorthand Writing & Transcription on the basis of the result of Preliminary Examination, subject to securing minimum qualifying marks as fixed by the Commission.

The Preliminary Examination is a Screening Test only to select candidates for the Type Writing & Shorthand Writing & Transcription. The Marks obtained in this Examination by the candidates will not be taken into account for the purpose of preparing the final merit list.

(d) Minimum 50% marks will be the qualifying marks in respect of Type Writing & Shorthand Writing & Transcription, relaxable up to 40% in case of SC/ST candidates.

(e) The candidates who will be found qualified in the Type Writing & Shorthand Writing & Transcription will be called to appear in the Main Examination.

Subject for the Main Examination:-

Subject	Total Marks	Time Allowed
Paper I -English	100	3 Hours
Paper II -Bengali	50	1½ Hours
Paper III -GK & Current Affairs	100	3 Hours
Grand Total:	250	

The final selection will be made in order of merit on the basis of marks obtained by a candidate in Main Examination plus the marks obtained in the Type Writing & Shorthand Writing & Transcription Test. If any candidate remains absent himself/herself in the Type Writing & Shorthand Writing & Transcription Test and any paper of the Main Examination, his/her candidature will not be considered for the final selection.

(5) The Examination will be conducted as per the Secondary (Madhyamik) standard.

TPSC Personal Assistant Mains Syllabus - Topic Wise

General English

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

General Knowledge

- Artists
- Tourism spots of Historical Importance
- Music & Literature
- National Dance
- Political Science
- Scientific observations
- National News (current)
- International issues
- Tribes
- Handicrafts
- Countries and capitals
- About India and it's neighboring countries
- New inventions
- Books And Author
- Science and innovations
- Important Dates
- Sculptures
- Musical Instruments
- Famous Places

- Indian Culture
- Geography of India
- Economic issues in India
- World organizations
- Famous Places in India

Current Affairs

- Environment
- Indian Economy
- Awards
- General Science
- Budget
- History
- Geography
- General Knowledge
- Book
- Abbreviations
- Authors
- International & National Organizations

Bengali

- Synonyms.
- Antonyms.
- Translation of Sentences.
- Grammar.
- Comprehension.
- Vocabulary.
- Plural Forms
- Fill in the Blanks.
- Phrases/Muhavare.
- Error Detection.