SYLLABUS- Assistant Officer (Private Secretary)

1. Importance of typewriting in modern era. Typewriting for vocational use, personal use and college preparatory.

2. Various kinds of typewriters based on the make, the type, the size, the language etc. Manual typewriter, electric typewriter, electronic typewriter, MS Office.

3. Systems of typing, touch system and sight system, their advantages and disadvantages, arranging the materials for typing and end of the class procedure. Correct typing procedure, operative various parts of a typewriter and their use.

4. Manipulative control, margin steps, paper guide, paper release, line space guage, cylinder knobs, shift key, space bar etc. Insertion and removal of paper in/out of machine. Covering the key-board typing of alphabets words, phrases, sentences and small paragraphs. Typing of number and symbol keys. Typing of symbols not given on the key board.

5. Centring, horizontal and vertical mathematical and judgement placement. Proof reading and correcting of error, proof correction marks, use of different types of erasing materials, erasers (rubber, pencil) chemical tape, chemical liquid, correction tape within the machine squeezing and superseding. Key board operation: Need for proper type and size of tables and chairs for use of typist, sitting postures materials required.

6. Typing of letters, blocked, semi blocked and NOMA simplified with open closed and mixed punctuations. Typing of short letters (small and/or full size letter papers) one-page letter and letter running into more than one page.

7. Typing of addresses on envelopes, inland and postcards including window display chain feed. Typing of annexure and appendices to letters.

8. Tabular typing, two columns table and multiple column table box, etc. display of tabulation work. Typing of financial and costing statements, use of carbon paper for taking out more than one copy. Methods using carbon, machine assembly method and desk assembly method.

9. Correction of errors on the carbon copies (paper being in the machine and taken out of the machine).
10. Stencil cutting: Its insertion in the machine change of ribbon setter or removal of ribbon. Placement of subject matter, use of different materials like, styles scales, slate, signature pad etc.

11. Typing on printed forms like invoices, bills, quotations, tenders index cards, telegrams, etc. Composing at the typewriter (using typewriting as a writing tool, drafting the subject matter at the typewriter directly. Typing from recorded tapes.

12. Production typing, typing of simple and confused manuscripts. Typing of orders, circulars, notices, memoranda, notes, advertisements, interview letters, appointment letters etc. Typing of bibliography, Typing of graph papers.

13. Care and maintenance of the typewriter. Oiling and cleaning of the machine. Change of ribbon, Minor repair work.

15. Calculation of speed, straight copy typing (GWAM, CWAM and NWAM) and production typing (G-PRAM and N-PRAM) and MWAM. Speed competition, Indian and world records in typing.

16. Personal habits and work habits, personal appearance, willingness, promptness, initiative, trustworthiness, punctuality, etc. Following instructions/directions.

17. The consonants, the vowels, intervening vowels and position, grammalogues, punctuation, alternative signs for `r' and `h'.

18. Diphthongs abbreviated ‘W’ and phraseography including tick The.

19. Representing ‘S’ and ‘Z’ with circle and strokes, large circles ‘sw’ and ‘ss’ or ‘sz’.

20. Loops ‘ST’ and ‘STR’ initial hooks to straight strokes and curves, ‘N’ and ‘F’ hooks, alternative forms for ‘fr’ and ‘vr’ etc. with intervening vowels.

21. Circle and loops to final hooks, the shun hooks.


23. The halving principle, the doubling principle, diphthonic or two vowel signs, medial semi circle.

24. Prefixes, suffixes and terminations and negative words.

25. Note taking, transcription etc., shorthand in practice. Transcription in long hand on the typewriter also.

26. Contraction, special contractions, proper names etc., essential vowels, intersections, advanced phraseography.

27. Business phrases, insurance, banking, railway, stock booking and shipping phrases etc.

28. Technical, theological, political phrases, phrases used in other walks of life, special words.

29. Office like dictation direct or through recorded devices like tape recorders, dictation machines radio, TV etc.of official, business and personal.
30. Correspondence, noting, précis, confidential matters, filling of various kinds of proformas used in organizations and institutions.

31. Transcription on the typewriter of the seen and unseen materials related to the work of a steno-typist in various organizations/outline for the names of some chief cities and towns. Grammalogues arranged alphabetically, grammalogues arranged phonetically. Special list of contractions.

32. Introduction – Concept and Importance of Office and Office Management.

33. Office Accommodation and Environment

34. Office building: size, layout, safety and security measures

35. Reception: Importance, shape and size, control


37. Arrangement and adjustment: Furniture, allotment of seats, chambers, cabins, rooms, etc.

38. Handling of correspondence and market registers, filling forms and stationery.

39. Office Machines, manuals, charts and reports

40. Kind of office machines (typewriter, duplicating computers and word processors), calculators, etc.

41. Objectives and advantages of various machines.

42. Use of machines, installing, handling, maintenance.

43. Objectives and advantages of office manuals, charts, preparation and play of manuals and charts.

44. Kind of reports, report preparation, enquiries.

45. Personnel Management, Supervision, Control and coordination.

46. Office staff (Peon, daftari, clerk, technical staff, supervisors, accountant, manager, etc.) Selection, training and development.

47. Supervision: Importance and span of supervision

48. Discipline: Importance and manner of office control, work control, and work distribution.

49. Company: Definition, nature and kinds, Company formation and incorporation, promoter, capital subscription, company and association, memorandum and articles, prospectus and statements, meetings and Company Act.

50. Secretary: Definition, need and importance, appointment and dismissal, work, duties, rights and liabilities, memorandum of association and secretary, articles of association and secretary, prospectus and secretary.

51. Company management and administration: Definition, importance and kinds, directors: qualification and number, appointment, removal, powers, duties and liabilities, remuneration,
prevention of oppression and mismanagement, compromise, arrangement, reconstruction and amalgamation, winding up and dissolution of companies, jurisdiction, consequences, petition, liquidator.

52. Finance: Share and debentures, application, allotment, transfer and transmission, calls and forfeiture, dividend and interest, account and audit, taxes.

53. Correspondence: Commercial, officials, demi official, meaning, importance, objectives, sales letter, trade order agency correspondence, import, export trade, secretarial correspondence, application for jobs, post of accountant, lecturer, office memorandum, reminder, difference between official letter and demi official letter, correspondence between head of department and principal for asking honorarium and for admission notice, correspondence between principal and university for sending enrollment numbers and for the permission for extra admission, correspondence between principal and UGC for asking grant for vocational subject and for recognition of a new subject.

54. Type Writing Hindi: Introduction to typewriter, origin and development, importance, utility, classification, standard, manual, portable, noiseless, vary typer, electronic, Keyboard operation, method of typing, sight and touch methods, key board skills, division of keys between fingers, vertical horizontal approach, typing rhythm, backing sheet etc., knowledge of proof correction signs, carbon manifolding and duplicating, stencilling, cyclostyling, photocopying machines etc.

55. Introduction: Concept and Importance of Computer in Communication.

56. General Idea of various operating systems

57. Introduction to Number system

58. Introduction to internet, office package.