



CENTRAL UNIVERSITY OF TAMIL NADU
Notification No.: CUTN/NT/01/2026 dated 01.01.2026
Syllabus for the Post of PERSONAL ASSISTANT (PA)

SINGLE STAGE WRITTEN TEST

	Subject	Maximum Marks	Duration
Part I	General Knowledge, General English, Numerical Ability, General Intelligence & Reasoning	50	3 hrs
Part II	Comprehension, Letter writing, Knowledge of Rules of Government of India & Central Universities Act and Statutes	50	
Skill test	Stenography, Transcription, Typing, and Computer Proficiency	50	

- Minimum qualifying marks to be secured shall be 50 marks.
- Minimum qualifying marks in skill test shall be 25 marks.

Part I: Objective Type Paper (50 Multiple Choice Questions)

- A. General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, prepositions, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words,
- B. Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real-life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and the relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.
- C. General Knowledge:** General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Tamil Nadu, Indian States, India and other countries.

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Part-II: Descriptive type: 50 Marks

A. Comprehension of passages and letter writing

B. Knowledge of Rules of the Government of India & Central Universities Act and Statutes

i	Central Universities Act & Statutes, 2009, CUTN Ordinances
ii	General Financial Rules
iii	UGC Regulations governing the service conditions of the teachers
iv	CCS (Conduct) Rules
v	CCS (Leave) Rules
vi	CCS (LTC) Rules
vii	Reservation and Concessions to SC/ST/OBC/PWD/EWS
viii	CCS (Joining Time) Rules
ix	CCS (T.A.) Rules
x	National Pension System
xi	General Rules on Pay and Allowances (FR, SR, CCS(RP) Rules 2016)
xii	National Education Policy 2020
xiii	Fundamental and Supplementary Rules
xiv	Office procedure & RTI Act