

**DETAILED SYLLABUS FOR MAIN EXAMINATION**  
**(PLUS TWO LEVEL)**

**PRIVATE SECRETARY TO MANAGING DIRECT in KERALA STATE POULTRY  
DEVELOPMENT CORPORATION LIMITED (Cat.No. : 138/2021)  
CONFIDENTIAL ASSISTANT GRADE II in Various (Cat.No. : 620/2021)**

**(MAXIMUM MARKS 100 )**

**“ A PASSAGE IN ENGLISH OF 400 WORDS WILL BE DICTATED IN  
5 MINUTES (80 WORDS PER MINUTE) AND THE CANDIDATE HAVE TO TAKE  
DOWN THE PASSAGE IN SHORTHAND THEN TO WRITE THE PASSAGE IN LONG  
HAND USING INK WITHIN ONE HOUR ”**