

State Secretariat Assistant Syllabus 2026

Various State Secretariats — State Secretariat — Junior/Senior Assistant (Common Pattern)

Vacancies	Announced independently by each state's secretariat/administrative department
Age Limit	18–40 years typically (varies by state; relaxation per respective state government norms)
Qualification	Bachelor's degree from a recognised university (most states); basic computer typing proficiency is commonly required
Application Fee	Varies by state, typically in the ₹200–₹500 range for General/OBC candidates, with reductions for reserved categories
Official Website	Varies by state (respective state secretariat or public service commission portals)
Last Reviewed	1 Mar 2026

Overview

State Secretariat Assistant recruitment follows a broadly common pattern across most Indian states — clerical and administrative support roles (Junior Assistant, Senior Assistant, and similarly titled posts) within the state secretariat and various government departments, handling file processing, correspondence and administrative coordination. While each state conducts its own independent recruitment through its respective secretariat, public service commission, or a dedicated recruitment board, the overall structure is broadly consistent: a written examination testing general aptitude and state-specific knowledge, a typing/computer Skill Test, and document verification.

What's New in the 2026 Cycle

- Each state conducts recruitment independently — always confirm vacancy count, eligibility and exam dates against your specific state's official notification.
- A typing/computer Skill Test is a common, mandatory qualifying component alongside the written exam across most states.
- State-specific General Knowledge and language proficiency requirements vary meaningfully — always check the specific state's syllabus emphasis.
- These posts offer a relatively stable, desk-based administrative career path within state government departments.

Exam Pattern

Written Examination (common pattern)

Mode: Online/Offline objective MCQ (mode varies by state) | Duration: 2 hours (varies by state)

Section	Questions	Marks
General Knowledge & Current Affairs (state-specific emphasis)	—	Qualifying

Reasoning & Mental Ability	—	Qualifying
Numerical/Quantitative Aptitude	—	Qualifying
General Hindi/Regional Language & English	—	Qualifying
Computer Knowledge	—	Qualifying

Negative marking: Varies by state — verify against your specific state's official notification | **Nature:** Merit-determining for shortlisting to the Skill Test.

Typing/Computer Skill Test

Mode: Practical typing test on computer, in the state's official/regional language and/or English | Duration: Varies by state

Section	Questions	Marks
Typing Speed & Accuracy Test	—	Qualifying

Negative marking: Not applicable — qualifying only | **Nature:** Mandatory; candidates must meet the prescribed typing speed and accuracy standard.

State Secretariat Assistant — Detailed Subject-Wise Syllabus

General Knowledge & Current Affairs

Confirm your target state's specific weighting between national and state-specific content before deep revision.

- Current affairs — national & international, state-specific news
- Indian history, geography & polity
- State-specific history, geography & governance structure

Reasoning & Mental Ability

Standard competitive-exam reasoning — consistent timed practice yields quick improvement.

- Analogies, classification, coding-decoding
- Series completion
- Direction sense & blood relations
- Non-verbal reasoning

Numerical/Quantitative Aptitude

Foundational-level questions across most states — consistent practice on fundamentals covers most of the syllabus.

- Number system, simplification
- Percentage, ratio & proportion, average
- Profit, loss & discount
- Mensuration, time & work

General Hindi/Regional Language & English

Many states test the regional language specifically — confirm this requirement early.

- Grammar & comprehension in the state's official/regional language
- Basic English grammar & comprehension

Computer Knowledge

Practical familiarity matters more than theoretical memorisation, given the role's administrative nature.

- Computer basics & organisation
- MS Office, internet & email basics
- File management & basic office software use

Typing/Computer Skill Test

A genuine qualifying skill — begin practice well ahead of the exam, especially in an unfamiliar script.

- Typing speed and accuracy on a computer in the state's official language and/or English, at the prescribed minimum standard

Selection Process

- 1 Written Examination — pattern and syllabus emphasis vary by state.
- 2 Typing/Computer Skill Test.
- 3 Document Verification.
- 4 Final merit list and post allotment based on combined performance.

Salary & Job Profile

State Secretariat Assistant posts are typically placed around Pay Level 2–4 of the respective state's pay matrix (broadly comparable to ■19,900–■44,900 under the central 7th CPC-equivalent scale), with the exact figure varying by state, plus Dearness Allowance and HRA.

Best Books for Preparation

- Lucent's General Knowledge
- A Modern Approach to Verbal & Non-Verbal Reasoning — R.S. Aggarwal
- Fast Track Objective Arithmetic — Rajesh Verma (Arihant)
- State-specific General Knowledge & current affairs guides (choose based on your target state)

Previous Cut-off Trends (Approximate)

Since each state conducts its own independent recruitment, cut-offs vary enormously by state, category and vacancy count — there is no single national cut-off for this exam. Always check your specific state's official cut-off release.

Preparation Tips

- Always prepare from your specific state's official syllabus rather than a generic pattern, since section weightage and language requirements differ meaningfully by state.
- Begin typing practice in the required language/script well in advance — this is a genuine qualifying skill that takes consistent practice to build.
- Build both General Knowledge and your state's regional-language skills in parallel, since many states test the local language specifically.
- Basic computer literacy (MS Office, file management) is worth practising hands-on, not just studying theoretically.

Exam Day Guidelines

- Carry the Admit Card and a valid original photo ID as specified by your state's recruitment authority.
- Confirm your state's specific typing speed and language requirement well before the Skill Test date.
- No electronic devices are typically allowed inside the exam hall — confirm specific rules with your state's notification.
- Practise typing specifically in the required language/script if it differs from your everyday typing habits.

Frequently Asked Questions

Is State Secretariat Assistant a single national exam?

No, each state conducts its own independent recruitment through its respective secretariat, public service commission, or recruitment board — this page describes the common pattern shared across most states.

Is a typing test mandatory for this recruitment?

Yes, a Typing/Computer Skill Test is a common, mandatory qualifying component across most states, in addition to the written examination.

What language is the typing test conducted in?

This varies by state — typically the state's official/regional language and/or English, so always confirm the specific requirement for your target state.

What is the typical qualification required?

A Bachelor's degree from a recognised university is the standard requirement across most states, along with basic computer typing proficiency.