UPPSC APS Syllabus

The Uttar Pradesh Public Service Commission (UPPSC) has released a notice regarding the UPPSC APS Exam, which is conducted for the Additional Private Secretary (APS) positions. Aspirants preparing for this exam should gain a comprehensive understanding of the UPPSC APS Syllabus, exam structure, grading system, and other relevant details to ensure effective preparation.

UPPSC APS Syllabus 2024 Highlights

Familiarity with the UPPSC APS Syllabus 2024 and Exam Pattern is crucial for candidates aiming to achieve top scores. Understanding these details allows candidates to develop a strategic approach to the exam. Selection will largely hinge on performance in the written exam. For a summary of the UPPSC APS Syllabus, please see the table below:

UPPSC APS Syllabus 2024 Highlights	
Name of Organization	Uttar Pradesh Public Service Commission (UPPSC)
Name of Exam	UPSC APS Exam 2023
Exam Level	State Level
Category	Syllabus
Status	Released
Mode of Exam	Offline
Selection Process	Written Examination
Official website	www.uppsc.up.nic.in

UPPSC APS Syllabus 2024

Below is the detailed UPPSC APS Syllabus 2024 for the Additional Private Secretary (APS) position. To prepare effectively, candidates should thoroughly understand the topics covered in the syllabus. You can review the comprehensive UPPSC APS Syllabus here and obtain a printed copy for your reference.

UPPSC APS Syllabus 2024	
Paper	**Syllabus**
General Knowledge	1. Abbreviations 2. Famous Books and their Writers 3. History (with reference to ancient, Medieval & modern India) 4. Science 5. Geography (Related to U.P.) - 06 Marks Geography (Related to India)

	6. Indian Constitution 7. Sports 8. Important Cities, Memoirs & Buildings (With reference to India) 9. Important events (National & International) 10. Arithmetic (Class VIII level)
General Hindi	1. अपठित गद्यांश और प्रश्नोत्तर तथा अपठित गद्यांश का शीर्षक 2. संक्षेपण 3. पत्र एवं कार्यालयीय विभिन्न पत्रों का आलेखन 4. मुहावरे एवं लोकोक्तियाँ तथा उनका प्रयोग 5. विभिन्न शब्दों का एक शब्द 6. वाक्यों का शुद्धीकरण 7. पर्यायवाची तथा विलोम शब्द 8. हिन्दी निबन्ध
Computer Knowledge	1. Basic knowledge of working on Windows and Linux operating system platforms on desktops and laptops with peripherals like a Printer, microphone, and speaker. 2. Working knowledge of Word processing packages (Microsoft Word, Open Office, etc.) 3. Working knowledge of Spread Sheets 4. Conversant in the use of the World Wide Web and popular websites (for Railway/Air Reservation, search engines like Google, information websites like Wikipedia, etc. 5. Working knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book, etc. 6. Working knowledge of preparation of presentations (PowerPoint, PDF, etc.) with different styles and animations.

UPPSC APS Exam Pattern 2024

The UPPSC Commission will evaluate eligible candidates through a written examination and a short typing test. The UPPSC APS 2023 Written Examination includes three papers, each with a duration of one hour. The table below details the marks allocation and time duration for each paper.

PPSC APS Exam Pattern 2024				
Stage 1				
Paper	**Subject**	**No. of Questions**	**Marks**	**Duration**
Paper-1	General Knowledge	50	50	1 hour
Paper-2	General Hindi	50	50	1 hour
Paper- 3	Computer Knowledge	50	50	1 hour
Stage 2				
Paper-1	Hindi shorthand	-	75	1.5 Hour
Paper- 2	Hindi typewriting	-	25	
Stage- 3				
Paper-1	Computer Practical	-	50	1 Hour

UPPSC APS Shorthand Tying Test 2024

Candidates must achieve a typing speed of 25 words per minute (w.p.m.) in both the UPPSC Hindi and English Shorthand Type Tests to qualify. Those with a lower speed will be deemed ineligible. Candidates who reach the 25 w.p.m. benchmark will be awarded 10 marks. For every additional 5 w.p.m. above this speed, candidates will receive an extra mark, with a maximum of 15 marks available.

How to Prepare For UPPSC APS Exam 2024?

Preparing for the UPPSC APS Exam 2024 requires a systematic and well-planned approach. Here's a step-by-step guide on how to prepare effectively:

- **Understand the Exam Pattern and Syllabus:** Start by thoroughly understanding the UPPSC APS Exam Pattern and Syllabus. This will give you a clear idea of the topics to be covered and the format of the exam.
- **Create a Study Plan:** Develop a study plan that includes a daily or weekly schedule. Allocate specific time slots for each subject and topic.
- **Gather Study Materials:** Collect the necessary study materials, including textbooks, reference books, previous year question papers, and online resources.
- **Time Management:** Efficient time management is crucial. Allocate more time to subjects or topics you find challenging and less time to those you are confident in.
- **Practice Previous Year Papers:** Solve previous year question papers and sample papers to get a feel for the exam pattern and the types of questions asked.
- **Take Mock Tests:** Take mock tests regularly to assess your progress. This will also help you work on your time management skills and reduce exam anxiety.
- **Focus on Weak Areas:** Identify and work on your weak areas consistently. Seek help from teachers or peers if needed.
- **Improve Typing Skills:** If the exam includes a typing test, practice your typing skills regularly to achieve the required speed.
- **Stay Updated:** Stay updated with current affairs, especially related to Uttar Pradesh, as there may be questions related to the state's events and policies.
- **Revision:** Regularly revise the topics you've covered. Revision helps in retaining information.
- **Stay Calm and Confident:** Maintain a positive mindset, stay confident, and manage stress effectively. Meditation and relaxation techniques can help.