

POST-WISE SELECTION CRITERIA WILL BE FOLLOWED AS UNDER

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As per O.M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016, the criteria for selection for Group "C" posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M. M.O. No. 1/6//83-PDER(Vol.II)pl(a)/143 dated 14.01.2019 and the decision of the Collector on any issue will be final.

A. AWAL KARKUN

A preliminary exam of 50 marks will be conducted for all the candidates who submit their application forms for the posts of Awal karkuns for the purpose of short-listing the candidates for written test in the ratio of 1: 10 (For example, for 05 vacancies on a ratio of 1: 10, top 50 will be shortlisted on merit for written test). Only Shortlisted candidates will be called for written test. Selection shall be determined in accordance with the marks obtained by each candidate in the written test as per merit in each category of posts.

SYLLABUS FOR PRELIMINARY EXAM FOR SHORT-LISTING THE CANDIDATES FOR WRITTEN TEST FOR THE POST OF AWAL KARKUN – 50 marks

1. General English Including Grammar -15 marks
2. Logical Reasoning and Analytical Ability -15 marks
3. General Knowledge, Current Affairs and Events of National and International Importance. - 20 marks

SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST for POSTS OF AWAL KARKUN – 50 marks

1. Computer Knowledge - 05 marks
2. History and Politics of state of Goa - 05 marks
3. General Knowledge - 10 marks
4. RTI Act (General Knowledge) - 05 marks
5. Mathematics - 10 marks
6. History of India - 05 marks
7. Letter Writing - 05 marks
8. Legal awareness (General Knowledge)- 05 marks.

B. JR. STENOGRAPHER

All the applicants will have to undergo skill test for shorthand and typing and only these candidates who qualify with minimum required speed as per RRs will have to undergo written test.

SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST FOR THE POST OF JR. STENOGRAPHER – 50 marks

1. Computer Knowledge -10 marks
2. General Knowledge - 10 marks
3. RTI Act (General Knowledge) -10marks
4. Letter Writing - 5 marks
5. Legal awareness (General Knowledge)- 05 marks
6. History and Politics of state of Goa -10 marks

C. TALATHIS , LOWER DIVISION CLERKS AND MULTI-TASKING STAFF

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidates in the written test as per merit.

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF TALATHIS AND LOWER DIVISION CLERKS - 100 MARKS

1. Computer Knowledge -20 marks
2. General Knowledge - 20 marks
3. History and Politics of state of Goa -20 marks
4. Legal awareness (General Knowledge)- 20 marks
5. Letter Writing - 20 marks

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR MULTI-TASKING STAFF (MTS) -100 MARKS

1. Computer Knowledge -40 marks
2. General Knowledge - 40 marks
3. Office Procedure -20 marks
