

## Syllabus of question paper and marks for each topic for written examination

### 1. Receptionist

Sr. No	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of Tourism Industry/culture/history of State of Goa	50
3.	Knowledge of Computers	25

### 2. Manager Marketing

Sr.no	Syllabus	Marks
1	General knowledge	30
2.	Knowledge of Marketing/ Sales/ Financial Management/Tourism Industry/culture/history of State of Goa	50
3.	Knowledge of Computers	20

### 3. Manager Information Technology

Sr.no	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of Computer hardware, software, Computer application, web Designing,	60
3.	Knowledge of Tourism/ Hospitality sector	15

### 4. Manager Estate & Legal Affairs

Sr. no	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of CPC/ Contract Act/ Companies Act/ RTI / Transfer of property Act / Public Premises Act / Tourist Trade Act/ Tourist Places properties and maintenance Act / Local State Laws like lease land revenue code/ Tenancy Act	60
3.	Knowledge of Computers	15

### 5. Assistant Accountant

Sn.	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of Accounting/ Balance sheets/ Profit & Loss statement/ GST/ taxation related matters	50
3.	Knowledge of Computer	15
4.	Knowledge of Tourism/Hospitality Industry	10