

POST-WISE SELECTION CRITERIA :-

A. FOR JUNIOR STENOGRAPHER

A preliminary exam (Skill Test) of 50 marks will be conducted for all the candidates (valid applications). Only qualified 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 list.

DETAILS FOR SKILL TEST EXAMINATION FOR SHORT-LISTING THE CANDIDATES FOR THE WRITTEN TEST FOR THE POST OF JR. STENOGRAPHER- 50 MARKS

All the applicants (valid applications) will have to undergo a skill test for shorthand and typing and only these candidates who qualify with minimum required speed as per Recruitment Rules will have to undergo written test.....

50 MARKS

SYLLABUS FOR CANDIDATES WHO WILL BE SHORLISTED 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) | - 10 marks |
| 4. Letter Writing | - 05 marks |
| 5. Legal awareness (General Knowledge) | - 05 marks |
| 6. History and Politics of State of Goa | - 10 marks |

B. FOR TALATHI

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 list.

SYLLABUS FOR CANDIDATES FOR WRITTEN TEST FOR THE POST OF TALATHI – 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 |

C. FOR LOWER DIVISION CLERK (LDC)

A written test of 100 marks will be conducted for all the Candidates (valid applications).

SYLLABUS FOR CANDIDATES FOR WRITTEN TEST FOR THE POST OF LOWER DIVISION CLERK (LDC) – 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 |

The typing test (skill test) will be conducted after the written examination and only shortlisted candidates will be called for typing test (skill test) in terms of Office Memorandum No. 1/14/2014-PER(Part)/2564 dated 12/10/2021 issued by the Department of Personnel, Government of Goa. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit list and those who have qualified the typing test (skill test).

D. FOR MULTI TASKING STAFF (MTS)

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 list.

SYLLABUS FOR CANDIDATES FOR WRITTEN TEST FOR THE POST OF MULTI TASKING STAFF (MTS) - 100 MARKS

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