

**SYLLABUS FOR WRITTEN EXAMINATION (OBJECTIVE OMR) TO
THE POST OF JUNIOR ASSISTANT IN SECRETARIAT**

1.	Arithmetic and calculation (i) Solving problems on percentage, Interest, Average, Profit and Loss, Ratio and Proportion, Time and Speed. (ii) Solving problems on Fractions, Decimals, Integers and Arithmetic Progression.
2.	Aptitude Test
3.	Computer Literacy(including knowledge of Software and Hardware)
4.	General Knowledge including current events.
5.	History of India's Freedom Struggle.
6.	History of Goa's Freedom Struggle.
7.	Parliament and Goa Legislative Assembly. (i) Composition of the Houses of Parliament. (ii) Composition of the Goa Legislative Assembly. (iii) Duration of the Parliament and the Houses of Goa Legislative Assembly. (iv) Qualification for membership of Parliament and of Goa Legislative Assembly (v) Powers, privileges, etc. of the Houses of Parliament and of Goa Legislative Assembly
8.	Geographical boundaries, Topography, Climate, Culture, Traditions, Historical places and Administrative Sub-Divisions of the Goa State
9.	Knowledge of English Grammar (i) Articles, Prepositions, Active and Passive Voice, Verbs and Adjectives, Figures of Speech, Subject and Predicates, Punctuations and Conjunctions. (ii) Direct and Indirect Speech, Framing of Sentences using idioms and phrases and identification of clauses.
10.	Basic Knowledge of English usage
11.	Letter writing (only formal letter)
12.	Precis writing
13.	Paragraph writing
14.	Essay writing (not more than 300 words)



After written examination, a skill test i.e. typing test shall be conducted and successful candidates of written exam may be called for skill test as per their rank in merit list, in proportion of twice the vacancies advertised, as per RR.

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