

SYLLABUS FOR SCREENING TEST FOR RECRUITMENT OF LEGAL ASSISTANT

SCHEME OF EXAMINATION:

- **Test will be conducted for 100 marks**
- **Each question carried 1 mark**
- **There will be ¼ negative marks for each wrong answer**
- **Time allotted for the test is two hours.**

UNIT-I: General English and Legal Language and Interpretation of Statutes (15 Marks)

English Grammar, legal vocabulary and use of legal terms

UNIT-II: Laws applicable to Goa University (10 Marks)

General overview Goa University Act, 1984, Statutes and Ordinances of Goa University

UNIT-III: Constitutional and Administrative Law (15 Marks)

- Salient Features of Constitution of India – Preamble, Citizenship, Fundamental Rights and Directive Principles.
- Legislative, Administrative and Financial Relations between Union and States
- Delegated Legislation, Principles of Natural Justice and Administrative Discretion
- Right to Information Act, 2005 – salient features

UNIT-IV: Laws of Contract (15 Marks)

- General Principles of Contract, including Quasi Contracts, Discharge of Contract and Remedies for breach of Contract.
- Contracts of Indemnity, Guarantee, Bailment and Agency
- Basic definitions and meanings of Negotiable Instruments

UNIT-V: Property Laws (10 Marks)

- General overview of Sale of Goods Act, 1930 and Transfer of Property Act, 1872
- Intellectual Property Rights – Patents, Trade Marks, Copyrights and Designs

UNIT-VI: Labour Laws (15 Marks)

- Payment of Wages Act, 1936 – wages, permissible deductions and authorities
- Minimum Wages Act – definitions, fixing and revising of minimum wages
- Employees Compensation Act, 1923 – injurious and occupational diseases

UNIT-VII: Environmental Studies and Law (10 Marks)

- Types of pollution and their effects on the environment
- Legal control of water, air and noise pollution
- Role of the Judiciary in environmental protection

UNIT – VIII : Knowledge of Konkani (10 marks)

- i) कौकणी वुडकुरण : लींग, ँकवचन, भौववचन, कळ, वक्यविचर (Konkani Grammar)
- ii) शुध्दलेखनऱचे नेम (Konkani Orthography)
- iii) कर्यलयीन इंगलीश - कौकणी उतरवळ. (Administrative Terminology)
- iv) कऱयदुडऱची कौकणी उतरवळ. (Konkani Legal terms)