



GOA UNIVERSITY

Taleigao Plateau, Goa - 403 206 INDIA

Established by State Legislature by Notification No. LD/10/7/84 (D) of year 1984

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The Candidates are requested to appear for a written test scheduled on 17.11.2018 at 10.30 a.m. to 11.30 a.m. for the post of Junior Stenographer in the Goa University. Refer Goa University website www.unigoa.ac.in for venue three days before the written test.

The candidates will be shortlisted based on the performance in the written test. Only those candidates who secure 40% in Section A (Konkani Language) will be considered for shortlisting. In the event of tie, such cases will be resolved by applying following criteria in the order one after another, till the tie is resolved:

- (i) Performance in Section B (----)
- (ii) Performance in Section C (-----)
- (iii) Date of Birth, i.e. older candidate is placed higher in the merit list

The selection of the shortlisted candidates will be subject to the condition that they fulfil the eligibility criteria as per the Information Brochure of the advertisement.

You are required to remain present for the written test sharp at 9.30 a.m. at your respective venue viz block and room alongwith the hall ticket as per instructions given therein.

No interview will be conducted for the final selection of the candidates. The performance in the written test and skill test will be basis for the merit list and final selection.

Hall ticket to be downloaded through login portal as registered at the time of filling up application form. Any assistance if required, you may contact on 8669609022/8669609069 or email arnonteach@unigoa.ac.in.

No TA/DA will be paid for attending the written test and skill test.

No intimation in hard copy will be sent to the individual.

Sd/-

(Prof. Y. V. Reddy)
REGISTRAR

Syllabus For Junior Stenographer Examination

Examination has two parts:

Part I. Written Examination – 50 Marks

Part II. Skill Test (Stenography) – 50 Marks

Marking Scheme for written examination

1) QUANTITATIVE APTITUDE:	10 marks
2) LOGICAL REASONING:	10 marks
3) LANGUAGE COMPREHENSION:	10 marks
4) GENERAL AWARENESS:	10 marks
5) KONKANI LANGUAGE (BASIC KNOWLEDGE):	10 marks

Written Examination Question Paper Pattern

Written examination question paper will be of MCQ pattern containing three sections. Total mark is 50 for written test and each question carry 1 mark for the correct answer, and -1/4 (negative one fourth) mark for incorrect answer. Total marks in each section is given in the brackets.

Section A: KONKANI LANGUAGE (BASIC KNOWLEDGE) (10 MARKS)

1. कोंकणीव्याकरण: लींग, एकवचन, भोववचन, काळ, वाक्यविचार (Konkani Grammar)
2. शुध्दलेखनाचेनेम (Konkani Orthography)
3. कोंकणीआंकडे. (Konkani Numbers)
4. कार्यालयीनइंग्लीश - कोंकणीउतरावळ. (Administrative Terminology)

Section B: QUANTITATIVE APTITUDE (10 Marks)

Number Series, Data Interpretation (Tabulation, Pie Chart, Line Chart, Bar Graph, Line Graph), Average, Interest, Percentage, Ratio and Proportion, Profit and Loss, Time, Speed and Distance, Time and Work, Probability, Mixed Problems, Number System, Problems on Trains, Calendar, Odd man out and series, Problems on Ages.

LOGICAL REASONING (10 Marks)

Coding and Decoding, Blood Relations, Seating Arrangements (Circular, Linear), Grouping and Selection, Verbal Classification, Analogies, Statement and Assumption, Statement and Conclusion, Letter and Symbol Series, Artificial Language.

Section C: LANGUAGE COMPREHENSION (10 Marks)

Fill in the blanks, Reading Comprehension, Para Jumbles, Error Spotting, Spellings, Phrase Idiom Meaning, Synonyms and Antonyms, Sentence Correction.

GENERAL AWARENESS (10 Marks)

State Affairs, National Affairs, International Affairs, Economy and Business, Science and Technology, Sports and Games, Environment and Ecology, Art and Culture, Important Days, Goa University Statutes and Ordinances.

Tiebreaking Scheme

In the event of tie, such cases will be resolved by applying following criteria one after another, till the tie is resolved:

- Performance in Skill Test.
- Performance in Section B (**QUANTITATIVE APTITUDE & LOGICAL REASONING**).
- Performance in Section C (**LANGUAGE COMPREHENSION & GENERAL AWARENESS**).
- Date of Birth, with older candidate is placed higher.