SYLLABUS FOR SCREENING TEST FOR RECRUITMENT OF
LOWER DIVISION CLERK/ OFFICE ASSISTANT

SCHEME OF EXAMINATION

Examination consists of two parts:

Part -l.   Written Examination - 100 Marks

Part- II: Skill Test (Typing, only for shortlisted candidates after written test)

- The Written Test (Part-I) will be conducted for 100 marks.
- Each question carries 1 mark
- There will be **0.25 negative marks** for each wrong answer
- Time allotted for the test is two hours.

SECTION A

KONKANI LANGUAGE (BASIC KNOWLEDGE) 20 marks

1. कोंकणी व्याकरण: लिंग, एकवचन, भोववचन, काळ, वाक्यविचार (Konkani grammar)
2. कोंकणी शुद्धलेखनाचे नेम (Konkani orthography)
3. कोंकणी आकडे (१ ते १००) (Konkani numbers)
4. कार्यालयीन इंग्रजी – कोंकणी उतरावळ (Administrative Terminology)

SECTION B

QUANTITATIVE APTITUDE (20 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 series, problems on Ages.

LOGICAL REASONING (20 Marks)

Coding 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 (20 Marks)

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

GENERAL AWARENESS (20 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.

Important note: only those candidates who score 40% in section A (Konkani Language) will be considered for shortlisting. In the event of a tie, such cases will be resolved by applying the following criteria as decided by the University.

    (1) Higher Score in Section B

    (2) Higher Score in Section C

    (3) Date of Birth, with older candidate given higher preference

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

INSTRUCTIONS TO SHORTLISTED CANDIDATE FOR TYPING TEST

1. Candidate will be tested for two tasks
    a. Typing speed
    b. Table formatting
2. The question paper will be provided as a hard copy
3. Candidate will see the file opened in the text editor where they type the passage and create a table.
4. Total time of the test is 15 minutes.
5. At the end of 15 minutes the supervisor will collect hardcopies (instruction sheet and question paper).
6. At the end of the test candidate have to print the file from the shared printer provided in the lab (for this task candidate can take help of designated staff for the purpose).
7. Final Printouts need to be signed by the candidate and the examiner.

Schedule of Examinations will be intimated later.