

The examination venue is located at

**Sai Nursing Institute, near Mahalaxmi Temple, Housing Board,
Sankhali, Goa.**

1. MULTI- TASKING STAFF

SYLLABUS FOR CANDIDATE FOR THE OBJECTIVE TYPE WRITTEN TEST FOR THE POST
OF MULTI-TASKING STAFF - 100 MARKS

MULTI-TASKING STAFF		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	General Knowledge	100 Marks
2	Knowledge of Computers	
3	Office Procedure	
4	Konkani Language Questions	

2. LOWER DIVISION CLERK

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF
LOWER DIVISION CLERK - 100 MARKS

LOWER DIVISION CLERK		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	Knowledge of Computers	100 Marks
2	General Knowledge	
3	History and Politics of State of Goa	
4	Legal awareness (General Letter Writing Knowledge)	
5	Letter Writing	
6	Konkani Knowledge Questions	

3. LABORATORY ASSISTANT

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF
LABORATORY ASSISTANT - 100 MARKS

LABORATORY ASSISTANT		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	General Knowledge	100 Marks
2	Knowledge of Computers	
3	Reasoning	

4	Physics & Chemistry of Class XI and Class XII	
5	Mathematics	
6	Konkani Knowledge Questions	

4. UPPERR DIVISION CLERK

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF UPPERR DIVISION CLERK - 100 MARKS

UPPER DIVISION CLERK		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	Office Procedure	100 Marks
2	Fundamental Rules and Supplementary Rules(FRSR)	
3	Leave Rules	
4	Pension Rules	
5	Central Civil Services (Classification, Control & appeal) Rules (CCS CCA Rules)	
6	General Financial Rules (GFR)	
7	Delegation of financial Rules	
8	Current Affairs	
9	History, Politics and Culture of Goa	
10	Logical Reasoning	
11	Basic English Knowledge	
12	Konkani Knowledge Questions	

5. JR. STENOGRAPHER

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF JR. STENOGRAPHER - 100 MARKS

JR. STENOGRAPHER		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	General Knowledge	100 Marks
2	Knowledge of Computer	
3	Reasoning	
4	RTI	
5	Office procedures	

6. INSTRUCTOR IN PHYSICAL EDUCATION

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF
INSTRUCTOR PHYSICAL EDUCATION - 100 MARKS

INSTRUCTOR IN PHYSICAL EDUCATION		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	History and Foundation of Physical Education	100 Marks
2	Sports Training	
3	Anatomy and Physiology	
4	Sports Management	
5	Sports Psychology	
6	Tests and Measurements in Physical Education	
7	Knowledge of Konkani	
8	Logic and Mathematics	
9	English Grammar	
10	General Knowledge	

07. SYSTEM ADMINISTRATOR

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF
SYSTEM ADMINISTRATOR - 100 MARKS

SYSTEM ADMINISTRATOR		
SR. NO.	SUBJECT	MAXIMUM MARKS
1	Networking	100 Marks
2	Security	
3	Operating System	
4	Server Configuration and Management	
5	Storage and Backup	
6	Command –Line Operations	
7	System Monitoring and Performance	
8	Database Management	

9	Miscellaneous	
10	General Knowledge	
11	Geography, History, Science, Literature, Sports Miscellaneous	

WRITTEN EXAMINATION SCHEDULE FOR THE POSTS MENTION BELOW :

SR. NO.	DATE	SUBJECT	TIMINING
1	15/12/2023	MULTI-TASKING STAFF	10.30AM TO 12.30PM
2	16/12/2023	LOWER DIVISON CLERK	10.30AM TO 12.30PM
3	17/12/2023	LABORATORY ASSISTANT	10.30AM TO 12.30PM
4	18/12/2023	UPPER DIVISION CLERK	10.30AM TO 12.30PM
5	20/12/2023	JR. STENOGRAPHER	10.30AM TO 12.30PM
6	21/12/2023	INSTRUCTOR IN PHYSICAL EDUCATION	10.30AM TO 12.30PM
7	22/12/2023	SYSTEM ADMINISTRATOR	10.30AM TO 12.30PM