



Government of Goa

**OFFICE OF THE COMMISSIONER, LABOUR AND EMPLOYMENT**

**E.S.I. Scheme**

Shram Shakti Bhavan, 2<sup>nd</sup> Floor, Patto Plaza, Panaji, Goa - 403 001.

Ph: (0832) 2438856/2437024

Fax: (0832) 2438856

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Dated:-

In response to the advertisement published by the Office of the Commissioner, Labour and Employment, E.S.I. Scheme, Panaji, on Navhind Times, Tarun Bharat and Bhaangar Bhuin on 28/05/2021 inviting application for the post of Staff Nurse, Pharmacist, Jr. Stenographer, L.D.C. and M.T.S.

**SYLLABUS AND SCHEME OF EXAMINATION TO BE CONDUCTED IS INDICATED BELOW:**

**A. i) Staff Nurse ii) Pharmacist**

The examination will be conducted in single stage consisting of written examination for the above mentioned posts at Sr. 1 and 2 as indicated below:

Type of examination	Duration of examination	Syllabus
Written Examination (100 Marks- objective and subjective type Question paper)	02 hours	i. Question (75 marks) will be based on Technical/ professional subject/of respective post. ii. Questions (25 marks) based on Aptitude/ General Awareness/ General Intelligence.

**B. Jr. Stenographer**

1. Proficiency/skill test in shorthand and computer typing of eligible candidates will be conducted for the purpose of screening/short listing the candidates who have to qualify as per Recruitments Rules i.e. candidates would be tested for possessing Speed of 100 w.p.m. in short hand and 35 w.p.m.

in typewriting and only those candidates fulfilling this requirement shall be called for written test. No weightage would be given to marks scored in proficiency/skill test. Selection shall be done in accordance with the merit and as per marks obtained in the written test.

2. The written test would be of 100 marks of 02 hours duration. The syllabus for the written examination will be subjective and objective combination of both as under:

- (i) Analytical Ability (ii) General Knowledge (iii) Comprehensive Language (iv) Mathematical ability (v) Current Affairs (vi) Indian Constitution (vii) Indian History & Geography (viii) State and Central Political Affairs and (ix) Quantitative aptitude.

### **C. LOWER DIVISION CLERK**

The written test for the post of Lower Division Clerk would be of 100 marks of 2 hours duration and nature of examination will be subjective and objective of both type containing following Syllabus.

1	Computer Knowledge
2	General Knowledge
3	History and Politics of State of Goa
4	Current Affairs
5	Letter Writing
6	Mathematical/Numerical ability

### **D. Multi Tasking Staff (M.T.S.)**

The written test for the post of Multi Tasking Staff would be of 100 marks of 2 hours duration of objective type containing following Syllabus.

1	Computer Knowledge
2	General Knowledge
3	Office Procedure Knowledge

All the candidates who have applied for the above posts shall take note of the same.

**(Raju V. Gawas)**  
Commissioner  
Labour and Employment