

9. AGE LIMIT:-

Not exceeding 45 years as on the date of filling up of the application form.

However, category wise age relaxation is as under:

Sr. No.	Categories	Years of age relaxable
1.	Government Servants	5 years
2.	ST/SC/Children of Freedom Fighter/Sportsperson	5 years
3.	OBC	3 years
4.	Persons with Disabilities	10 years
5.	Ex-servicemen shall be allowed to deduct the period of service in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age.	

10. APPLICATION OF IN-SERVICE CANDIDATES:

The Candidates, who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

11. PATTERN OF EXAMINATION:-

- (a) The candidate will have to undergo a written test (examination) as per the syllabus and pattern of examination mentioned below:-

Subject	Maximum Marks allotted	Minimum qualifying marks
Paper (I) Duration:- 03 hours Paper type: Subjective (90%) & Objective (10%) <u>English and General Knowledge</u> a) Report Writing b) Comprehension c) Précis d) Business Communication e) Essay / Composition f) Grammar g) General Knowledge	100	50

<p>Paper (II)</p> <p>Duration:- 02 hours</p> <p>Paper type: Subjective (50%) & Objective (50%)</p> <p><u>Section (A) : Mathematics(50 marks)</u></p> <p>Averages, Mixtures, Ratio & Proportion, Computation of Interest, Real & Imaginary numbers, Rational & Irrational numbers, Permutation & Combination, Variations, Linear & Simultaneous equations, Quadratic equation, Mensuration, Probability & Probability Theory, Correlation, Statistical Average, Dispersion, True Series, Geometry & Trigonometry.</p> <p><u>Section (B) : Economics (20 marks)</u></p> <p>Basic concepts of Economics, Demand, Supply and Market Mechanism, Money and Banking, National Income and related Aggregate, Monetary Policy, Fiscal Policy, Government Budget, Planning & Economic Development in India.</p> <p><u>Section (C) : Bookkeeping & Accountancy (30 marks)</u></p> <p>Book keeping & Accountancy, Accounting Principles, Accounting Standards, Recording of transactions & Preparation of Trial Balance, Depreciation & Provisions, Computer Accounting System, Business Operations, Income Tax, Analysis of Financial Statements, Shares, Debentures, Loans & Borrowings, Application of Computers in Financial Accounting.</p>	<p>100</p>	<p>60</p>
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- (b) The date, time and venue of the written examination will be informed to the eligible candidates via E-mail or SMS and the admit cards will be made available online. The candidates shall carry a copy of the downloaded admit card for the examination.
- (c) Based on the marks obtained in the written examination, a shortlist will be prepared in the ratio 1:5 i.e. 5 times the number of vacancies in each category/class of vacancies.
- (d) In view of the O.M. No. 1/6/83-PER(Vol-II)Pt.(a)/100 dated 08/01/2016 issued by the Government of Goa, Department of Personnel, Secretariat, Porvorim-Goa, the requirement of interview for the Group 'C' posts has been dispensed with. As such, the