

<b>D. MULTI TASKING STAFF</b>	
Educational Qualifications	: <b>Essential:-</b> 1. Passed Secondary School Certificate Examination from a recognized Board/ Institution. <b>OR</b> Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, from a recognised Institution. <b>Note:</b> Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work. 2. Knowledge of Konkani. <b>Desirable:-</b> (i) Knowledge of Marathi. (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

**E. AGE LIMIT:-**

Not exceeding 45 years

Age is relaxable to:-

- (i) Government Servant by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PwD by 10 years (15 years for SCs/STs and 13 years for OBCs)
- (v) Ex-Servicemen in accordance with the instructions or orders issued by the Government from time to time.

**F. 15 years residence in the State of Goa.**

**G. Valid Employment Card.**

As per O.M. No. 1/6/83-PER(Vol.II) Pt.(a) dated 08/01/2016, the criteria for selection for Group 'C' posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M M.O No. 1/6/83-PER(Vol.II)Pt.(a)/143 dated 14/01/2019 and the decision of the Town and Country Planning Department on any issue will be final.

**A. DRAUGHTSMAN Gr. II**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF D'MAN GR. II - 100 marks**

1. Knowledge of Auto Cad, drafting tools and drawings
2. Knowledge of Surveying
3. General Knowledge
4. Building Regulations
5. Letter Writing

**B. LOWER DIVISION CLERK**

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

1. Computer Knowledge
2. General Knowledge
3. History and Politics of State of Goa
4. Legal awareness (General Knowledge)
5. Letter Writing

**NOTE**: Typing test will be conducted at the time of recruitment/ selection of the candidate.

**C. DRIVER**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF DRIVER - 100 marks**

1. General Knowledge
2. Office Procedure

**NOTE** : Selection will be further subject to passing of driving test conducted through appropriate Authority.

**D. MULTI TASKING STAFF**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF MULTI TASKING STAFF - 100 marks**

1. Computer Knowledge
2. General Knowledge
3. Office Procedure