

11. Interested and eligible candidates should fill and submit the prescribed Application Form through online mode only as available at “[www.rajbhavan.goa.gov.in](http://www.rajbhavan.goa.gov.in)” from **14.6.2021 to 30.6.2021**. No application shall be accepted in any other mode.
12. This office will not be responsible for late or non- receipt of call letters for Skill test/Aptitude test and Written examination due to delay in postal channel/any other reason beyond the control of this office.
13. Only selected candidates will be informed of their selection in due course after the selection process.
14. This office reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
15. Syllabus and Scheme of Examination :-

Sr. No.	Name of the Post	Syllabus																																					
1.	Public Relations Officer cum Press Liaison Officer	<ul style="list-style-type: none"> <li>• <b>Written Examination : Total 100 marks</b> <ul style="list-style-type: none"> <li>i) <b>Objective Type MCQ</b></li> <li>ii) <b>Objective Type without MCQ</b></li> <li>iii) <b>Subjective Type</b></li> </ul> </li> </ul> <table border="1" data-bbox="516 889 1398 1741"> <thead> <tr> <th colspan="3">Syllabus for Objective Type Written Test :</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td>Constitutional Provisions regarding freedom of Speech and Expression Constitution of India Article 19.</td> <td rowspan="3">20marks</td> </tr> <tr> <td>(2)</td> <td>Provision of the Indian Penal Code u/s. 124A, 153A, 295A, 499.</td> </tr> <tr> <td>(3)</td> <td>Relevant provisions of the Cable Television Network (Regulations) Act, 1995, the Unlawful Activities (Prevention) Act, 1961, the Cinematograph Act, 1952, Information Technology Act, 2000.</td> </tr> <tr> <td>(4)</td> <td>General Knowledge &amp; Current Affairs</td> <td>10 marks</td> </tr> <tr> <td>(5)</td> <td>General English</td> <td>15 marks</td> </tr> <tr> <td>(6)</td> <td>Precise Writing</td> <td>05 marks</td> </tr> <tr> <td>(7)</td> <td>Essay Writing</td> <td>10 marks</td> </tr> <tr> <td>(8)</td> <td>Report Writing</td> <td>10 marks</td> </tr> <tr> <td>(9)</td> <td>Drafting of Press release</td> <td>05 marks</td> </tr> <tr> <td>(10)</td> <td>Logical Reasoning</td> <td>10 marks</td> </tr> <tr> <td>(11)</td> <td>Basic Mathematics</td> <td>10 marks</td> </tr> <tr> <td>(12)</td> <td>Advertising and Publicity : Drafting of creative Public Service advertisement</td> <td>05 marks</td> </tr> </tbody> </table>	Syllabus for Objective Type Written Test :			(1)	Constitutional Provisions regarding freedom of Speech and Expression Constitution of India Article 19.	20marks	(2)	Provision of the Indian Penal Code u/s. 124A, 153A, 295A, 499.	(3)	Relevant provisions of the Cable Television Network (Regulations) Act, 1995, the Unlawful Activities (Prevention) Act, 1961, the Cinematograph Act, 1952, Information Technology Act, 2000.	(4)	General Knowledge & Current Affairs	10 marks	(5)	General English	15 marks	(6)	Precise Writing	05 marks	(7)	Essay Writing	10 marks	(8)	Report Writing	10 marks	(9)	Drafting of Press release	05 marks	(10)	Logical Reasoning	10 marks	(11)	Basic Mathematics	10 marks	(12)	Advertising and Publicity : Drafting of creative Public Service advertisement	05 marks
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2.	Photographer	<ul style="list-style-type: none"> <li>• <b>Skill test/ Aptitude test : 100 marks</b></li> <li>• <b>Written Examination : Total 100 marks</b> <ul style="list-style-type: none"> <li>i) <b>Objective Type MCQ</b></li> <li>ii) <b>Objective Type without MCQ</b></li> <li>iii) <b>Subjective</b></li> </ul> </li> </ul> <table border="1" data-bbox="516 2005 1398 2274"> <tbody> <tr> <td>(1)</td> <td>Fundamentals of Photography</td> <td rowspan="2">20 marks</td> </tr> <tr> <td>(2)</td> <td>Knowledge of Photo Software</td> </tr> <tr> <td>(3)</td> <td>General Knowledge &amp; Current Affairs</td> <td>20 marks</td> </tr> <tr> <td>(4)</td> <td>Mathematics</td> <td>20 marks</td> </tr> <tr> <td>(5)</td> <td>General English</td> <td>15 marks</td> </tr> <tr> <td>(6)</td> <td>Logical reasoning</td> <td>10 marks</td> </tr> <tr> <td>(7)</td> <td>Trade Skills</td> <td>15 marks</td> </tr> </tbody> </table>	(1)	Fundamentals of Photography	20 marks	(2)	Knowledge of Photo Software	(3)	General Knowledge & Current Affairs	20 marks	(4)	Mathematics	20 marks	(5)	General English	15 marks	(6)	Logical reasoning	10 marks	(7)	Trade Skills	15 marks																	
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3.	Junior Assistant	<ul style="list-style-type: none"> <li>• <b>Skill test/ Aptitude test : 100 marks</b></li> <li>• <b>Written Examination : Total 100 marks</b> <ol style="list-style-type: none"> <li>i) <b>Objective Type MCQ</b></li> <li>ii) <b>Objective Type without MCQ</b></li> <li>iii) <b>Subjective Type</b></li> </ol> </li> </ul> <table border="1" data-bbox="516 384 1398 688"> <tr><td>(1)</td><td>General English</td><td>20 marks</td></tr> <tr><td>(2)</td><td>Computer Fundamentals</td><td>20 marks</td></tr> <tr><td>(3)</td><td>Mathematics</td><td>20 marks</td></tr> <tr><td>(4)</td><td>Logical reasoning</td><td>10 marks</td></tr> <tr><td>(5)</td><td>Letter writing</td><td>10 marks</td></tr> <tr><td>(6)</td><td>General Knowledge and Current affairs</td><td>10 marks</td></tr> <tr><td>(7)</td><td>Events of National &amp; International importance</td><td>5 marks</td></tr> <tr><td>(8)</td><td>Office Procedure</td><td>5 marks</td></tr> </table>	(1)	General English	20 marks	(2)	Computer Fundamentals	20 marks	(3)	Mathematics	20 marks	(4)	Logical reasoning	10 marks	(5)	Letter writing	10 marks	(6)	General Knowledge and Current affairs	10 marks	(7)	Events of National & International importance	5 marks	(8)	Office Procedure	5 marks						
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5.	Assistant Cook	<ul style="list-style-type: none"> <li>• <b>Skill test/ Aptitude test : 100 marks</b></li> <li>• <b>Written Examination : Total 100 marks</b> <ol style="list-style-type: none"> <li>i) <b>Objective Type MCQ</b></li> <li>ii) <b>Objective Type without MCQ</b></li> </ol> </li> </ul> <table border="1" data-bbox="524 1481 1406 2045"> <tr><td>(1)</td><td>Objective of Cooking</td><td>10 marks</td></tr> <tr><td>(2)</td><td>Planning and preparing of recipe in Indian/Western/Chinese and Continental dishes.</td><td>20 marks</td></tr> <tr><td>(3)</td><td>Safety norms and maintain proper hygiene while preparation of food.</td><td>10 marks</td></tr> <tr><td>(4)</td><td>Hygiene and cleanliness of kitchen, kitchen equipments and cooking utensils following safety precautions.</td><td>10 marks</td></tr> <tr><td>(5)</td><td>Working area hygiene and its importance.</td><td>10 marks</td></tr> <tr><td>(6)</td><td>Personal hygiene and care of skin, hand, feet, foot handlers, etc.</td><td>10 marks</td></tr> <tr><td>(7)</td><td>Culinary terms</td><td>10 marks</td></tr> <tr><td>(8)</td><td>Hygiene &amp; Nutrition</td><td>10 marks</td></tr> <tr><td>(9)</td><td>General English</td><td>5 marks</td></tr> <tr><td>(10)</td><td>General Knowledge and Current affairs</td><td>5 marks</td></tr> </table>	(1)	Objective of Cooking	10 marks	(2)	Planning and preparing of recipe in Indian/Western/Chinese and Continental dishes.	20 marks	(3)	Safety norms and maintain proper hygiene while preparation of food.	10 marks	(4)	Hygiene and cleanliness of kitchen, kitchen equipments and cooking utensils following safety precautions.	10 marks	(5)	Working area hygiene and its importance.	10 marks	(6)	Personal hygiene and care of skin, hand, feet, foot handlers, etc.	10 marks	(7)	Culinary terms	10 marks	(8)	Hygiene & Nutrition	10 marks	(9)	General English	5 marks	(10)	General Knowledge and Current affairs	5 marks
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Sd/-  
Secretary to Governor

Date : 10<sup>th</sup> June, 2021

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