



Chowgule Education Society's  
**Parvatibai Chowgule College of Arts and Science**  
**(Autonomous)**

Accredited by NAAC with Grade 'A+'  
Best Affiliated College-Goa University Silver Jubilee Year Award



**SCREENING TEST FOR RECRUITMENT OF**  
**LOWER DIVISION CLERK (LDC)**

The candidates are requested to appear for a Skill Test and a subsequent Written Test scheduled on 05/02/2024 for the post of Lower Division Clerk (LDC) in the College. The Skill test will be based on Computer Knowledge (Word Processing Software and Spreadsheet Software). The candidates who qualify the skill test will be eligible and allowed to answer the written test that will be held immediately after the declaration of Skill Test results.

Subsequently the candidates will be shortlisted based on their performance in the Written Test. Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination as per the merit. If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth (i.e. older candidate is placed higher in the merit list) and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list. **However, only those candidates who have secured minimum 40% in Section A (Konkani Language) will be considered for shortlisting.**

**The selection of the shortlisted candidates will be subject to fulfilling the eligibility criteria.**

Candidates are required to remain present for the document and photo Id verification, sharp at 9.30 a.m. in front of the Auditorium on Monday, 05/02/2024.


No interview will be conducted for the final selection of the candidates. The performance in the Written Test will be the basis for the merit list and final selection.

No TA/DA will be paid for attending the skill test/written test.

Intimation will be through email only. No other form of intimation will be sent to the individual.

If any assistance is required, you may contact 0832-2722222 or email [principal@chowgules.ac.in](mailto:principal@chowgules.ac.in)



  
**Prof. (Dr.) Sangeeta G. Sankhalkar**  
**Principal**

**PRINCIPAL**  
**PARVATIBAI CHOWGULE COLLEGE**  
**OF ARTS & SCIENCE (AUTONOMOUS)**  
**MARGAO-GOA**

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### SCHEME OF SKILL TEST :

- Assessment will be done on Computers.
- Time allotted for the skill test is 30 minutes.
- Question paper consists of **TWO** sections.
- Test will be conducted for 20 marks using word processing and spreadsheet software.
- To qualify for the written examination, a candidate must score minimum 08 Marks out of 20 Marks.

### Marking Scheme of Skill Test :

- SECTION A : Word processing software – 10 Marks
- SECTION B : Spreadsheet software -10 Marks

### SCHEME OF WRITTEN EXAMINATION:

- Test will be conducted for 100 marks
- Each question carries 1 mark
- There will be 1/4 negative marks for each wrong answer
- Time allotted for the test is two hours
- Question Paper consists of 3 sections

### Marking Scheme of Written Examination:

- SECTION A : 20 Questions
- SECTION B : 40 Questions
- SECTION C : 40 Questions

**Distribution of Questions shall be as follows :**

SECTION	Subject	No. of MCQ	Marks
A	KONKANI LANGUAGE (Basic knowledge)	20	20
B	Quantitative Aptitude	20	20
	Logical Reasoning	20	20
C	Language Comprehension	20	20
	General Awareness	20	20
Total :		100	100





**Syllabus for written test (MCQ) for the post of Lower Division Clerk (LDC)**

**SECTION "A"**

**KONKANI LANGUAGE (BASIC KNOWLEDGE) (20 MARKS)**

1. ककणीव्याकरण:लीग , एकवचन, भववचन, काळ, वाक्यवचन (KONKANI GRAMMAR)
2. शुध्दलेखन: ताचे नेम (KONKANI ORTHOGRAPHY)
3. ककणी आकडे . (KONKANI NUMBERS)
4. कार्ालर्ीनइग्लीश - ककणीउतरावळ. (ADMINISTRATIVE TERMINOLOGY)

**SECTION "B"**

**QUANTITATIVE APTITUDE (20 Marks)**

Number Series, Data Interpretation (Tabulation, Pie Chart, Line Chart, Bar Graph, Line Graph), Average, Interest, Percentage, Ratio and Proportion, Profit and Loss, Time, Speed and Distance, Time and Work, Probability, Mixed Problems, Number System, Problems on Trains, Calendar, Odd man out and series, Problems on Ages.

**LOGICAL REASONING (20 Marks)**

Coding and Decoding, Blood Relations, Seating Arrangements (Circular, Linear), Grouping and Selection, Verbal Classification, Analogies, Statement and Assumption, Statement and Conclusion, Letter and Symbol Series, Artificial Language.

**SECTION "C"**

**LANGUAGE COMPREHENSION (20 Marks)**

Fill in the blanks, Reading Comprehension, Para Jumbles, Error Spotting, Spellings, Phrase Idiom Meaning, Synonyms and Antonyms, Sentence Correction.

**GENERAL AWARENESS (20 Marks)**

State Affairs, National Affairs, International Affairs, Economy and Business, Science and Technology, Sports and Games, Environment and Ecology, Art and Culture, Important Days, Goa University Statutes and Ordinances.