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ESSO - NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH
(पृथ्वी विज्ञान मंत्रालय के अधिन स्वायत्तशासी संस्थान, भारत सरकार)
(An Autonomous Society under the Ministry of Earth Sciences)
हेडलैण्ड सडा, वास्को-डा-गामा, गोवा-403804
Headland Sada, Vasco-da-Gama – Goa – 403 804.

NOTICE
SCHEME FOR WRITTEN EXAMINATION (Regular Posts)

Date: 27.10.2017

With reference to Advt. No. NCAOR/47/17, the scheme for written examination for the post of **Coordinator Gr.-IV, Sr. Executive (Admin.) and Junior Hindi Translator** for the **screened in candidates** is detailed below:

(I) Coordinator Grade-IV –

a) **Skill test norms** (Qualifying): Dictation - 10 mts. @ 120/100 wpm.
Transcription: 50/40 mts. (Eng) 65/55 mts. (Hindi) on computer.

b) Descriptive and objective type written examination.

1. Objective type with negative marking.
2. Negative marking of 0.33 marks for every wrong answer.
3. The examination will have 75+02 questions on the following subjects:

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual-Hindi & English)	a) General Awareness	25	25	2 Hrs.
	b) Reasoning and Mathematics	25	25	
	c) Office procedure, rules, etc.	25	25	
	d) Descriptive (Essay & letter writing)	02	25	

The candidate scoring the highest marks in the written examination and **have qualified** the skill test shall be selected. However, the candidate has to score a **minimum of 35% overall in the written examination.**

(II) Sr. Executive (Admin.) –

Descriptive and objective type written examination.

1. Objective type with negative marking.
2. Negative marking of 0.33 marks for every wrong answer.
3. The examination will have 75+02 questions on the following subjects.

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual-Hindi & English)	a) General Awareness, Reasoning and Mathematics	25	25	2 Hrs.
	b) Office procedure, rules, etc.	50	50	
	c) Descriptive (Essay & letter writing)	02	25	

The candidate scoring the highest marks in the examination shall be selected. However, the candidate has to score **minimum of 35% marks overall and minimum 35% marks in part (b).**

(III) Junior Hindi Translator

Descriptive and objective type written examination

1. Objective type written examination with negative marking.
2. Negative marking of 0.33 marks for every wrong answer (Objective).
3. The examination will have 100 questions on the following subjects.

Part	Mode of paper	Subject	Question	Marks	Time	
Paper-I (Objective Type)	Written	a) General Hindi b) General English c) Office procedure, Official Language Act, Rules etc.	The questions will be designed to test the candidates understanding of the languages and literature correct use of words, phrases and idioms and ability to write the language correctly, precisely and effectively. And basic knowledge of Official Language Act, government procedures & rules.	100	100	02 Hrs
Paper-II (Conventional Type)	Descriptive	Translation & Essay	The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test	04 (Two Passage and Two essay)	100	02 Hrs

			the candidates, translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.			
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The candidate scoring the highest marks in the examination shall be selected. However, the candidate has to score **minimum of 25% marks in Paper 1 and atleast 35% marks in Paper II.**

NOTE: The schedule for the examination shall be uploaded on website shortly. Admit card for the screened in candidates shall be issued in due course.

(एस. अनूप/ S. Anoop)
प्रशासनिक अधिकारी/ Administrative Officer