



**SILVASSA MUNICIPAL COUNCIL
DADRA & NAGAR HAVELI
SILVASSA - 396230**



Phone No.: 0260-2633192, Fax No.: 0260-
2633191

No. SMC/EST/Recruit/2016/172/1874

Date:- 24/08/2016

UPPER DIVISION CLERK CUM COMPUTER OPERATOR

Category : Exam Syllabus and Pattern

Total Vacancies : 05

This Examination Consist of two parts: Written Examination, Computer Skill Test

Part-I. Written Test : Each Questions carries 02 Marks. The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.50 marks to be deducted for every wrong answer to eliminate the element of chance. Questions will be asked on topics/subjects as follows.

| Sr No. | Subjects | Questions |
|--------|---|------------|
| 1. | Current affairs and General Awareness | 40 |
| 2. | History of Dadra and Nagar Haveli | 10 |
| 3. | English Language | 20 |
| 4. | Basic Numerical ability | 15 |
| 5. | Logical Reasoning i.e. General Intelligence | 15 |
| | Total:- | 100 |

Part-II. Computer Skill Test: Typing a letter/passage/paragraph for 10 minutes in Software.

Note:- The Silvassa Municipal Council reserves the right to admit only such number of candidates to Part-II of Upper Division Clerk Recruitment as are considered necessary by it for Computer skill Test, based on the performance of candidates in Part-I examination.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa



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Phone No.: 0260-2633192, Fax No.: 0260-
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No. SMC/EST/Recruit/2016/172/1875

Date:- 24/08/2016

STENOGRAPHER

Category : Exam Syllabus and Pattern

Total Vacancies : 03

This Examination Consist of two parts: Written Examination, Computer Skill Test

Part-I. Written Test : Each Questions carries 02 Marks. The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.50 marks to be deducted for every wrong answer to eliminate the element of chance. Questions will be asked on topics/subjects as follows

| Sr No. | Subjects | Questions |
|--------|---|------------|
| 1. | Current affairs and General Awareness | 20 |
| 2. | History of Dadra and Nagar Haveli | 10 |
| 3. | English Language | 50 |
| 4. | Logical Reasoning i.e. General Intelligence | 20 |
| | Total:- | 100 |

Part-II Computer Skill Test: The candidates will be given one dictation for 10 minutes in English at the speed of 80 wpm.

Note:- The Silvassa Municipal Council reserves the right to admit only such number of candidates to Part-II of Stenographer Recruitment as are considered necessary by it for Computer skill Test, based on the performance of candidates in Part-I examination.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa



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SILVASSA - 396230**



Phone No.: 0260-2633192, Fax No.: 0260-2633191

No. SMC/EST/Recruit/2016/172/1876

Date:- 24/08/2016

ACCOUNTANT

Category : Exam Syllabus and Pattern

Total Vacancies : 03

This Examination Consist of two parts: Written Examination, Computer Skill Test

Part-I Written Test : Each Questions carries 02 Marks. The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.50 marks to be deducted for every wrong answer to eliminate the element of chance. Questions will be asked on topics/subjects as follows.

| Sr No. | Subjects | Questions |
|--------|---|------------|
| 1. | Current affairs and General Awareness | 15 |
| 2. | History of Dadra and Nagar Haveli | 10 |
| 3. | English Language | 20 |
| 4. | Numerical ability | 40 |
| 5. | Logical Reasoning i.e. General Intelligence | 15 |
| | Total:- | 100 |

Part-II Computer Skill Test: Typing a letter/passage/paragraph for 10 minutes in Software.

Note:- The Silvassa Municipal Council reserves the right to admit only such number of candidates to Part-II of Accountant Recruitment as are considered necessary by it for Computer skill Test, based on the performance of candidates in Part-I examination.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa



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SILVASSA - 396230**



Phone No.: 0260-2633192, Fax No.: 0260-
2633191

No. SMC/EST/Recruit/2016/172/1877

Date:- 24/08/2016

ASSISTANT ACCOUNTANT

Category : Exam Syllabus and Pattern

Total Vacancies : 03

This Examination Consist of two parts: Written Examination, Computer Skill Test

Part-I Written Test : Each Questions carries 02 Marks. The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.50 marks to be deducted for every wrong answer to eliminate the element of chance. Questions will be asked on topics/subjects as follows.

| Sr No. | Subjects | Questions |
|--------|---|------------|
| 1. | Current affairs and General Awareness | 15 |
| 2. | History of Dadra and Nagar Haveli | 10 |
| 3. | English Language | 20 |
| 4. | Numerical ability | 40 |
| 5. | Logical Reasoning i.e. General Intelligence | 15 |
| | Total:- | 100 |

Part-II Computer Skill Test: Typing a letter/passage/paragraph for 10 minutes in Software.

Note:- The Silvassa Municipal Council reserves the right to admit only such number of candidates to Part-II of Accountant Recruitment as are considered necessary by it for Computer skill Test, based on the performance of candidates in Part-I examination.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa



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Phone No.: 0260-2633192, Fax No.: 0260-
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No. SMC/EST/Recruit/2016/172/1878

Date:- 24/08/2016

STATISTICAL ASSISTANT

Category : Exam Syllabus and Pattern

Total Vacancies : 01

This Examination Consist of two parts: Written Examination, Computer Skill Test

Part-I Written Test : Each Questions carries 02 Marks. The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.50 marks to be deducted for every wrong answer to eliminate the element of chance. Questions will be asked on topics/subjects as follows.

| Sr No. | Subjects | Questions |
|--------|---|------------|
| 1. | Current affairs and General Awareness | 10 |
| 2. | History of Dadra and Nagar Haveli | 10 |
| 3. | English Language | 20 |
| 4. | Statistics & Numerical ability | 50 |
| 5. | Logical Reasoning i.e. General Intelligence | 10 |
| | Total:- | 100 |

Part-II Computer Skill Test: Typing a letter/passage/paragraph for 10 minutes in Software.

Note:- The Silvassa Municipal Council reserves the right to admit only such number of candidates to Part-II of Statistical Assistant Recruitment as are considered necessary by it for Computer skill Test, based on the performance of candidates in Part-I examination.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa