

ई.एस.एस.ओ. - राष्ट्रीय अंटार्कटिक एवं समुद्री अनुसंधान केन्द्र  
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)  
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**NOTICE**  
**SCHEME FOR WRITTEN EXAMINATION (Contract posts)**

Date: 27.10.2017

With reference to Advt. No. NCAOR/39/17, the scheme for written examination for the post of Executive Assistant (Finance & Accounts), Executive Assistant (Procurement & Stores) and Executive Assistant (Administration, General Administration and Services) for the screened in candidates is detailed below:

**(I) Executive Assistant (Finance & Accounts) –**

**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	
	<b>c) Commerce and Accountancy</b>	25	25	
	d) Descriptive (Essay & letter writing)	02	25	

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

**(II) Executive Assistant (Procurement & Stores) –**

**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	a) General Awareness	25	25	2 Hrs.

(Bilingual- Hindi & English)	b) Reasoning and Mathematics	25	25	
	<b>c) Purchase and Material Management</b>	25	25	
	d) 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 (c).**

**(III) Executive Assistant (Administration, General Administration and Services)**

**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	
	<b>c) Human Resource Management</b>	25	25	
	d) 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 (c).**

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.

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