



**Directorate of Food & Drugs Administration
Government of Goa**

'Dhanwantari', Opp. Shrine of Holy Cross, Bambolim – Goa : 403 202.

No: 2/DFDA/Admn/2021-22/3420

Dated:20/09/2021

NOTICE

The Written Exam to select the candidates who have applied for the various posts in this Directorate is fixed at Conference Hall DFDA, New Lecture Halls 4, 5, 6 and Examination Hall of Goa Medical College & Hospital, Bambolim - Goa, and Multi Purpose Hall of Goa Dental College & Hospital, Bambolim -Goa.

Junior Stenographer

Date	Timing	Sr. No.	Venue
29/09/2021	10.00 am to 11.00 am	01 to 22	Conference Hall, Directorate of Food & Drugs Admn., Bambolim - Goa.

Assistant Chemist (Drugs)

Date	Timing	Sr. No.	Venue
02/10/2021	10.00 am to 11.00 am	001 to 296	GMC at Hall No. 4

Driver

Date	Timing	Sr. No.	Venue
02/10/2021	10.00 am to 11.00 am	001 to 350 351 to 636	GMC at Hall No.5 GMC at Hall No.6

Laboratory Assistant

Date	Timing	Sr. No.	Venue
02/10/2021	10.00 am to 11.00 am	001 to 103	GMC at New Examination Hall

Pharmacist

Date	Timing	Sr. No.	Venue
02/10/2021	03.00 pm to 04.00 pm	001 to 350 351 to 571	GMC at Hall No.5 GMC at Hall No.6

Assistant Chemist (Food)

Date	Timing	Sr. No.	Venue
02/10/2021	03.00 am to 04.00 am	001 to 340	GMC at New Examination Hall

Food Safety Officer

Date	Timing	Sr. No.	Venue
03/10/2021	10.00 am to 11.00 am	0001 to 0300 0301 to 0650 0651 to 0950 0951 to 1144	GMC at Hall No. 4 GMC at Hall No.5 GMC at Hall No.6 GMC at New Examination Hall

Multi Tasking Staff

Date	Timing	Sr. No.	Venue
03/10/2021	03.00 pm to 04.00 pm	0001 to 0300 0301 to 0650 0651 to 0950 0951 to 1300 1301 to 1413	GMC at Hall No.4 GMC at Hall No.5 GMC at Hall No.6 GMC New Examination Hall Multipurpose Hall at Goa Dental College & Hospital, Bambolim

Lower Division Clerk

Date	Timing	Sr. No.	Venue
09/10/2021	11.30 am to 12.30 pm	001 to 300 301 to 600 601 to 900	GMC at Hall No.4 GMC at Hall No.6 GMC New Examination Hall
	02.30 pm to 3.30 pm	0901 to 1200 1201 to 1500 1501 to 1800 1801 to 2100	GMC at Hall No.4 GMC at Hall No.5 GMC at Hall No.6 GMC New Examination Hall
10/10/2021	10.00 am to 11.00 am	2100 to 2400 2401 to 2700 2701 to 3000 3001 to 3300	GMC at Hall No.4 GMC at Hall No.5 GMC at Hall No.6 GMC New Examination Hall
	12.00 noon to 01.00 pm	3301 to 3600 3601 to 3900 3901 to 4200 4201 to 4500	GMC at Hall No.4 GMC at Hall No.5 GMC at Hall No.6 GMC New Examination Hall
	03.00 pm to 04.00 pm	4501 to 4800 4801 to 5100 5101 to 5236	GMC at Hall No.4 GMC at Hall No.5 GMC at Hall No.6

The candidate should compulsorily bring call letter alongwith himself/herself any of the photo identity proof such as EPIC Card, Aadhar Card or Driving Licence. No candidate shall be allowed to appear for the written exam without valid photo identity card/call letters..

The list of names of candidates alongwith arrangement for sitting at the examination venue and the syllabus will be available on the Department website at www.dfda.goa.gov.in.

Duration of the examination will be 60 minutes (1 hour).

sd/-
(Kuldeep Arolkar)
Dy. Director (Admn.)
Directorate of Food & Drugs Admn.

“Wear Mask, Follow Social Distancing, Maintain Hand Hygiene”

Phone Nos.: 91 (832) – 2459230/ 2459226
Directorate of Food & Drugs Administration:

Fax No.: 0832-2459223
www.dfda.goa.gov.in

REVISED SYLLABUS/SCHEME OF EXAMINATION.

Advertisement dated 21/09/2021

Syllabus shall encompass questions based on essential qualifications, general knowledge, reasoning ability, quantitative aptitude, etc. commensurate with the degree/level of understanding required for the post.

A. FOOD SAFETY OFFICER

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST
“FOOD SAFETY OFFICER” – 100 MARKS**

1	Food Safety and Standards Act 2006 and Rules 2011 and Regulations 2011 and all the Regulations till date	30 Marks
2	Infant Milk Substitute Act	10 Marks
3	Cigarettes and other Tobacco Products Act 2003	05 Marks

4	General Knowledge	05 Marks
5	Knowledge of relevant provisions of Code of Criminal Procedure and Evidence Act	10 Marks
6	Goa Public Health (Amendment) Act 2005	10 Marks
7	Knowledge of Computers	10 Marks
8	Principle of Food Preservation and Packaging	10 Marks
9	Food Microbiology and Food Hygiene	10 Marks

B. ASSISTANT CHEMIST (FOOD)

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “ASSISTANT CHEMIST (FOOD)” – 100 MARKS

1	Food Safety and Standards Act 2006 and Rules 2011 and Regulations 2011 and all the Regulations till date	15 Marks
2	Planning Organization and setting up of Food Analysis Laboratory NABL/ISO/IEC-17025; 2017 and Laboratory Safety	10 Marks
3	Good Laboratory Practices	05Marks
4	Principle of Food Preservation, Processing & Packaging	05 Marks
5	Principles & Basic of Human Nutrition	05 Marks
6	Food Chemistry	10 Marks
7	Food Microbiology and Food Hygiene	10 Marks
8	Physical, Chemical and Instrumental analysis of food	15 Marks
9	Knowledge of Analysis of Metal contaminants, Crop Contaminants and naturally occurring toxic substances, pesticide residues, Antibiotic and Pharmacologically drugs residues.	05 Marks
10	General Knowledge	10 Marks
11	Knowledge of Computer	10 Marks

C. ASSISTANT CHEMIST (DRUGS)

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “ASSISTANT CHEMIST (DRUGS)” – 100 MARKS

1	Drugs & Cosmetics Act and Rules thereunder	10 Marks
2	Standards for Drugs	15 Marks
3	Pharmaceutical Chemistry	10 Marks
4	Chemical and instrumented analysis of drugs	20 Marks
5	Planning Organization and setting up of Drugs Analysis Laboratory NABL/ISO/IEC-17025; 2017 and Laboratory Safety	10 Marks
6	Concept of Microbiology and Microbiological analysis of drugs	15 Marks
7	General Knowledge	10 Marks
8	Knowledge of Computer	10 Marks

D. PHARMACIST**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “PHARMACIST” – 100 MARKS**

1	Drugs & Cosmetics Act and Rules thereunder	20 Marks
2	Drugs and Magic Remedies Act	10 Marks
3	Drugs Price Control Order 2013	10 Marks
4	Pharmacy Act 1948	20 Marks
5	NDPS Act & Rules	10 Marks
6	General Knowledge	10 Marks
7	Knowledge of Computer	10 Marks
8	RTI Act	10 Marks

E. LABORATORY ASSISTANT**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “LABORATORY ASSISTANT” – 100 MARKS**

1	Basic of Chemistry	30 Marks
2	Basic of Microbiology	30 Marks
3	Basic of Good Laboratory Practices	30 Marks
4	Basic of Computers	10 Marks

F. JUNIOR STENOGRAPHER**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “JUNIOR STENOGRAPHER” – 100 MARKS**

1	Computer Knowledge	20 marks
2	General Knowledge	20 marks
3	RTI Act (General Knowledge)	20 marks
4	Legal awareness (General Knowledge)	20 marks
5	History and Politics of State of Goa	20 marks

Only those candidates who secure the marks above cut-off shall be called for skill test. The merit list for the post of Junior Stenographer shall be drawn by combination of marks obtained in written and skill test.

G. DRIVER**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “DRIVER” – 100 MARKS**

1	Vehicle Knowledge	60 Marks
2	General Knowledge	40 Marks

Only those candidates who secure the marks above cutoff shall be called for skill test. The merit list for the post of driver shall be drawn by combination of marks obtained in written and skill test.

H. MULTITASKING STAFF**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST “MULTI TASKING STAFF” – 100 MARKS**

1	Computer Knowledge	10 Marks
2	General Knowledge	30 Marks
3	Office Procedure	20 Marks
4	Duties of Sampling Attendant	20 Marks
5	Duties of Laboratory Attendant	20 Marks

I. LOWER DIVISION CLERK

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST
“LOWER DIVISION CLERK” – 100 MARKS**

1	Computer Knowledge	20 Marks
2	General Knowledge	30 Marks
3	History and Politics of State of Goa	30 Marks
4	Legal awareness (General Knowledge)	20 Marks

The Cut-off marks for All the Posts are as under:-

UR/EWS/PwD/Ex-Servicemen----- 65 marks

OBC ----- 60 marks

ST / SC ----- 55 marks