

**GUIDELINES/INSTRUCTIONS FOR FILLING UP VARIOUS CATEGORIES OF VACANT POSTS IN THE DIRECTORATE OF HIGHER EDUCATION AS PER ADVERTISEMENT RELEASED VIDE NO. ADMN/Recruitment/Group 'C'/65/2019/4992 dated : 15/01/2019.**

**1. ELIGIBILITY**

**(A) Educational and other Qualifications**

\* **Auditor**

**Essential**

- (i) Bachelor of Commerce from a recognized University with Accountancy and Auditing.
- (ii) Knowledge of Konkani.

**Desirable:**

Knowledge of Marathi

\* **Jr. Stenographer**

**Essential**

- (1) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
- (2) Should be Computer Literate.
- (3) Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting.
- (4) Knowledge of Konkani.

**Desirable:**

Knowledge of Marathi.

\* **Lower Division Clerk**

**Essential**

- (1) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
- (2) Should be Computer Literate.
- (3) Knowledge of Konkani.

**Desirable:**

Knowledge of Marathi.

\* **Multi-Tasking Staff**

**Essential**

- (1) Passed Secondary School Certificate Examination from a recognized Board/Institution.

OR

Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant Trade, from a recognized Institution.

Note: Course conducted by Industrial Training Institute or equivalent qualification,

in relevant Trade, may be considered in case posts relates to technical work.

- (2) Knowledge of Konkani.

**Desirable:**

- (i) Knowledge of Marathi.
- (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

## **(B) Age Criteria**

Age limit for the posts :- Should not exceed 45 years.

### **Age is relaxable:**

- Government servants upto 05 years in accordance with the instructions or orders issued by the Government from time to time.
  - OBC by 03 years.
  - ST/SC by 05 years.
  - PwD by 10 years
  - Ex-servicemen
  - Sportsperson
  - CFF
- } in accordance with the instruction or orders issued by the Government from time to time.

**(C)** 15 years continuous residence in the State of Goa.

**(d)** Valid Employment Card

### **(e) Degree of disability for the candidate under Person with Disability**

**(PwD)** - Not less than 40% of the relevant disability.

**(f) Sportsperson** - State level Medalist or having represented the State in the Nationals.

## **2. PROCEDURE FOR APPLYING**

- The interested candidates shall submit their applications online for the posts they wish to apply by clicking on the link "**Application Form for the post of Auditor**", "**Application Form for the post of Jr. Stenographer**", "**Application Form for the post of Lower Division Clerk**", "**Application Form for the post of MTS**" provided on the website of the Directorate of Higher Education i.e. [www.dhe.goa.gov.in](http://www.dhe.goa.gov.in). The last date for submission of the online applications by the eligible candidates is **01.02.2019 by 5.45 p.m.** On the successful submission of online application, applicant will receive a soft copy (e-mail) containing the details filled by him/her in the online applications on the email-id provided by him/her while submitting the online application. The printed hard copy of this e-mail affixed with his/her recent self attested passport size photograph on the space provided on the first page and also countersigned on the last page, shall be compulsorily submitted only by hand delivery in the Directorate of Higher Education **on or before 08.02.2019** on working days, during office hours. The printed hard copy received after due date and also through postal delivery will be summarily rejected..
- Candidates applying for the posts under quota reserved for Ex-Servicemen/Persons with Disabilities/Sportsperson should indicate on their application form whether they belong to SC/ST/OBC or UR category.
- In case of Ex-servicemen category, requirement of 15 years continuous residence in the state of Goa is relaxed to 05 years only for employment purpose. However, preference in employment shall be given to Ex-servicemen of Goan origin and those who are having 15 years continuous residence period in the state.
- The candidates working in the Government, local self Government, Semi-Government, autonomous bodies or establishments, or any other Department/body, establishment or Institutions being an

instrumentality of the Government should send their applications through proper channel only and shall not apply online. The last date for submission of application through proper channel is 01.02.2019.

- The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, cast belongs, etc. shall be the closing date fixed for submission of online applications by the applicant on the website of the Directorate of Higher Education.

### **3. SELECTION CRITERIA**

#### **\* Auditor**

An OMR test of eligible candidates will be conducted for the purpose of screening/shortlisting the candidates in the ratio of 5:1. (For example, for 08 vacancies on a ratio of 5:1, 40 applicants will be shortlisted on merit for written test). Only shortlisted candidates will be called for Written test. The OMR test is distinct from Written test and no separate weightage shall be given to the marks scored in the OMR test while drawing final merit list of the candidate. Selection shall be determined in accordance with the marks obtained by each candidate in the Written test as per merit.

#### **\* Jr. Stenographer**

A proficiency/skill test in Shorthand and Computer typing test of eligible candidates will be conducted for the purpose of screening/shortlisting the candidates in the ratio of 5:1. (For example, for 10 vacancies on a ratio of 5:1, 50 applicants will be shortlisted on merit for final OMR test). Only shortlisted candidates will be called for final OMR test. The proficiency/skill test is distinct from final OMR test and no separate weightage shall be given to the marks scored in proficiency/skill test while drawing final merit list of the candidate. Selection shall be determined in accordance with the marks obtained by each candidate in the final OMR test as per merit.

#### **\* Lower Division Clerk**

An OMR test of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the OMR test as per merit.

#### **\* Multi-tasking Staff (MTS)**

An OMR test of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the OMR test as per merit.

### **3.(A) OTHER POINTS FOR SELECTION CRITERIA**

- i) If two or more candidates secure equal marks in the OMR/Proficiency/written test as applicable, then order of merit shall be as per their date of birth 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.

- ii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the selection criteria mentioned above for each posts.
- iii) In the event of selection of Ex-servicemen/Persons with Disabilities/CFF/Sportspersons candidates under the quota reserved for them, they shall be placed in the appropriate category viz SC/ST/OBC/Un-reserved categories depending upon the category to which they belong. For example, an Ex-servicemen who is an SC/ST/OBC will be counted against the SC/ST/OBC vacancy points and an Ex-servicemen who belongs to General category will be slotted in the un-reserved vacancy points in their respective reservation roster.
- iv) During the selection of the candidate, the Departmental Selection Committee will first proceed to shortlist the candidates belonging to Person with Disabilities, Ex-servicemen category and CFF category based on the merit. The candidates so shortlisted will be adjusted against the category to which they belong i.e. Unreserved, ST, SC and OBC. The vacancies in these categories will be reduced to that extent. In case, persons under this categories are not available, the number of such advertised vacancies will be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 5 UR, 2ST, 1 SC and 2 OBC, out of which one post to be filled from the persons with Disabilities category and one post under Ex-servicemen category and if the candidate under person with disabilities category is unavailable, it will be deducted from the unreserved category. i.e.  $5-1=4$  i.e. the Departmental Selection Committee will proceed to select only 04 candidates belonging to unreserved category.
- v) The Departmental Selection Committee will then proceed to select candidates of UR category as per the descending order of the marks scored in OMR/Written test as applicable in the selection criteria mentioned at 3 above.
- vi) Once the Departmental Selection Committee finalizes the list of Unreserved Category candidates, it will proceed to prepare the selection list of reserve category candidates.
- Vii) Once the Departmental Selection Committee prepares the final selection list and wait list, which will be subject to verification of documents, the Head of Dept/Appointing Authority will publish these lists on notice board, Department's website [www.dhe.goa.gov.in](http://www.dhe.goa.gov.in) and on the web portal [www.goa.gov.in](http://www.goa.gov.in).
- Viii) The essential documents/certificates of the candidates shortlisted in the final test i.e. OMR/Written test on merit as number of posts advertised plus 10% wait list candidates will be verified. In case, at scrutiny level, if it is found that the selected candidate is not possessing valid any of the mandatory certificates/documents or found ineligible/overage, selection of such candidate shall be treated as cancelled.
- ix) The wait list will be considered only if the required number of candidates are not found eligible from the select list or if the candidates from the select list does not accept the offer of appointment. The wait list shall not be used as a reservoir to fill up the vacancies which come into existence after the issuance

of the advertisement. The process of selection comes to an end once the vacancies advertised are filled up.

### **3.(b) VERIFICATION OF DOCUMENTS:**

All the original essential certificates/documents required as per the eligibility criteria for particular posts alongwith following documents shall be verified:

- a) Birth Certificate
- b) Employment Exchange Registration card with live renewal date.
- c) Valid 15 years residential certificate issued by the competent authority except in the case of Ex-servicemen and those persons who are not of Goan Origin but are married to a person of Goan Origin residing in Goa for atleast 15 years and are settled in Goa for a period of one year and above after marriage.
- d) Candidates who are not of Goan Origin but are married to a person of Goan Origin residing in Goa for at least 15 years and are settled in Goa for a period of one year and above after the marriage, should produce their marriage certificate and valid 15 years residential certificate issued by the competent authority in respect of their spouse alongwith their documentary evidence issued by the competent authority that they are settled in Goa for a period of one year and above after the marriage.
- e) Ex-servicemen candidates should produce valid certificate regarding his/her 05 years continuous residence in the State of Goa issued by the competent authority.
- f) If the candidates has affected the change of name/surname after acquiring Educational Qualification or at any stage should produce valid documentary evidence to that effect issued by the competent authority.
- g) Valid OBC certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy.Collector of Goa of the respective areas in the case of OBC candidate in support of his/her claim.
- h) SC/ST certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy.Collector of Goa of the respective areas in the case of SC/ST candidate in support of his/her claim.
- i) Social status certificate issued by the competent authority in the case of the candidate belonging to SC/ST and OBC categories (if available).
- j) Physically Disabled certificate of not less than 40% disabilities issued by the competent authority in the prescribed form in support of Physically Disabled claim.
- k) Certificate from Rajya Sainik Board or any other competent authority in the prescribed form in support of Ex-servicemen claim.
- l) Certificate in the prescribe form issued by the Directorate of Sports and Youth Affairs in support of Sportsperson claim.

### **4. GENERAL INSTRUCTIONS**

- a) No certificates or documents are to be annexed with the printed hard copy by the candidates.
- b) Soliciting or canvassing in any form or influencing the Directorate of Higher Education in any manner by a candidate shall disqualify the candidature and the decision of the Directorate of Higher Education in this respect shall be final.

- c) No travelling allowance or any other allowance will be paid to the candidate for attending OMR/Written/Proficiency test, etc.
  - d) The details pertaining to syllabus and examination schedule will be uploaded on the website of this Directorate and will be informed to the candidate through e-mail/e-sms at a later date. All future correspondence shall be through e-mail.
  - e) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
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