



**Government of Goa**  
**Department of Environment**  
**1<sup>st</sup> Floor, Pandit Deendayal Upadhyay Bhavan,**  
**Behind Pundalik Devasthan, Near Sanjay School,**  
**Porvorim, Bardez Goa**  
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No: 85-1-2016-ENVT/PART/

Dated: 10 /06 /2019

Sub:- Filling-up of vacant posts of LDC and Multitasking.

## **ADVERTISEMENT**

Applications are invited by the Director/Jt. Secy (Environment), Porvorim Goa for filling up the vacant posts in Group 'C' in Department of Environment, Porvorim - Goa. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Director, Department of Environment, Porvorim - Goa" so as to reach this office on or before 25/06/2019 by 5.00 p.m.

The application forms for all the posts will be received at O/o of the Director, Department of Environment, 1<sup>st</sup> Floor, Pandit Deendayal Upadhyay Bhavan, Behind Pundalik Devasthan, Porvorim - Goa during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm. The application can also be sent by ordinary post so as to reach this office before the last date of submission i.e. 25/06/2019

| Sr. No. | Designation of Posts       | Pay Level in the Pay Matrix | UR | OBC | SC | ST 12 | CFF | EX-Service men | Person with Disability | No. of Post |
|---------|----------------------------|-----------------------------|----|-----|----|-------|-----|----------------|------------------------|-------------|
| (i)     | Lower Division Clerk       | Level-2                     | 10 | 6   | -  | 3     | 1   | 1              | 1                      | 22          |
| (ii)    | Multi Tasking Staff / Peon | Level-1                     | 4  | -   | -  | -     | -   | -              | -                      | 4           |
|         | <b>Total</b>               |                             |    |     |    |       |     |                |                        | <b>26</b>   |

1. Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though he/she has passed the examination.

....2/-

2. The candidates already working in the Government, local self Government, Semi-Government, autonomous bodies or establishment, or any other department establishment or institution being an instrument of the Government should send their applications through proper channel only on or before the last date of submission of the application. All such applications received directly without following proper channel shall be rejected.
3. All applications shall be contain declaration from Candidates stating that **“the contents of the application are true to his/her own knowledge and he/she possess the requisite qualification and other mandatory documents for the post. He/She understand that in the event of particulars or information given herein being found false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION”**. Applications without above declaration shall not be accepted.
4. A separate application should be submitted for each type of post.
5. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

**COMMON APPLICATION FORM FOR THE POST OF \_\_\_\_\_ IN  
THE DEPARTMENT OF ENVIRONMENT**

**(No Documents to be submitted with the application)**

To,  
The Director,  
Department of Environment,  
1<sup>st</sup> Floor, Pandit Deendayal Upadhyay Bhavan,  
Behind Pundalik Devasthan,  
Near Sanjay School, Porvorim,  
Bardez –Goa. 403 521

Sub:- Application for post of \_\_\_\_\_

Sir,

With reference to advertisement in local news paper \_\_\_\_\_  
dated \_\_\_\_\_, I hereby apply for the post of  
\_\_\_\_\_ in Department of Environment.

2. My bio-data is as under:-

- a. Name : - \_\_\_\_\_  
(in Capital letters) (M / F)  
SURNAME NAME MIDDLENAME
- b. Father's/Husband's Name : - \_\_\_\_\_
- c. Address : - H. No. \_\_\_\_\_ Waddo \_\_\_\_\_  
Village / Town:- \_\_\_\_\_ Taluka:- \_\_\_\_\_  
Constituency: - \_\_\_\_\_  
District:- \_\_\_\_\_ State: \_\_\_\_\_  
Pin:- \_\_\_\_\_
- d. Whether possess qualification as per Recruitment Rules : - Yes/No
- e. Category : - \_\_\_\_\_
- f. Date of Birth (dd/mm/yyyy) : - \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- g. Whats app Contact no : - \_\_\_\_\_
- h. E-mail ID : - \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_  
hereby state that the contents of the application are true to my own knowledge and I possess  
the requisite qualifications and other mandatory documents for the post. I understand that  
in the event of particulars or information given herein being found false or incorrect, my  
candidature for the recruitment is liable to be **REJECTED OR CANCELLED EVEN  
AFTER SELECTION.**

Yours faithfully,

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**N.B.**

- (a) The applicant will be informed for written examination/skill test through email,  
whats app sms or by sending call letter and the said message or call letter will be  
valid for all purposes.
- (b) The application forms for all the posts will be received at O/o the Director.  
Department of Environment, 1<sup>st</sup> Floor, Pandit Deendayal Upadhyay Bhavan, Behind  
Pundalik Devasthan, Poprvorim during office hours between 10.00 am to 12.00 noon  
and 3.00pm to 5.00 pm upto 01/07/2019.
- (c) Separate application should be submitted for each type of posts.

**THE QUALIFICATIONS REQUIRED FOR THE POST AS PER THE  
NOTIFIED RECRUITMENT RULES ARE AS UNDER:-**

**A. LOWER DIVISION CLERK**

Educational Qualifications:

**Essential :-**

1. Higher Secondary School Certificate or equivalent qualification from a recognized institution.
2. Should be computer literate.
3. Knowledge of Konkani.

**Desirable :-**

Knowledge of Marathi.

**B. Multi-Tasking Staff (MTS)**

Educational Qualifications:

**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 as knowledge of operating office machines including computers.

**C. AGE LIMIT:-**

Not exceeding 45 years for all the posts as on date of submission of application. Age in accordance with the instruction or orders issued by the Government from time to time.

**D.** 15 years continuous residence in the State of Goa.

**E.** Valid Employment Card.

**POST-WISE SELECTION CRITERIA WILL BE FOLLOWED AS UNDER:-**

As per O.M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016, the criteria for selection for Group "C" posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M. No. 1/6//83-PDER(Vol.II)pl(a)/143 dated 14.01.2019 and the decision of the Director (Environment) on any issue will be final.

**A. LOWER DIVISION CLERKS**

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit.

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST LOWER DIVISION CLERKS – 100 MARKS**

- |    |                                      |   |          |
|----|--------------------------------------|---|----------|
| 1. | Computer Knowledge                   | - | 20 marks |
| 2. | General Knowledge                    | - | 20 marks |
| 3. | History and Politics of state of Goa | - | 20 marks |
| 4. | Legal awareness (General Knowledge)  | - | 20 marks |
| 5. | Letter Writing                       | - | 20 marks |

**B. MULTI-TASKING STAFF (MTS)**

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit.

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR MULTI-TASKING STAFF (MTS) – 100 MARKS**

- |    |                    |   |          |
|----|--------------------|---|----------|
| 1. | Computer Knowledge | - | 40 marks |
| 2. | General Knowledge  | - | 40 marks |
| 3. | Office Procedure   | - | 20 marks |

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