



GOVERNMENT OF GOA
DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS
1st Lift, 2nd Floor, Junta House, Panaji – Goa.403001
Tel: - 2226084 Fax: - 2425365, E-Mail: dir-csca.goa@nic.in, adi-csca.goa@nic.in

Ref No.DCS/EST/Recruitment/2020-21/386

Dated: - 24th March 2021

ADVERTISEMENT

Application are invited from eligible candidates for filling up the below mentioned Group ‘C’ posts in the Department of Civil Supplies and Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji, Goa on or before **08/04/2021**.

DETAILS OF POSTS AND ELIGIBILITY

Sr.No.	Name of the Post & Pay Level	Total No.of Posts	Essential Educational Qualification
01	Inspector (CS) Pay Level -5	02 UR-01 EWS-01	(i) Degree of Recognized University or Equivalent (ii) Knowledge of Konkani Desirable (i) Experience of operations of control over essential commodities (ii) Knowledge of Marathi
02.	Sub-Inspector (CS) Pay Level -4	06 UR-03 ST-01 OBC-02	(i)Degree of Recognized University or Equivalent (ii) Knowledge of Konkani Desirable Knowledge of Marathi
03.	Junior Stenographer Pay Level -4	04 UR-02 ST-01 OBC-01	i) Higher Secondary School Certificate from a recognized Board Or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education. ii) Speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting iii)Minimum three months certificate course in Computers iv) Knowledge of Konkani Desirable Knowledge of Marathi

04.	Lower Division Clerk Pay Level -2	14 UR-03 ST-02 SC-01 OBC-04 EWS-02 PwD-01 Ex-Serv-01	<p>i) Possessing Higher Secondary School Certificate or All India Council from Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution</p> <p>ii) Knowledge of Computer application/operations with typing speed of 30 words per minute in English</p> <p>iii) Knowledge of Konkani</p> <p>Desirable Knowledge of Marathi</p>
05.	Multi Tasking Staff Pay Level -1	07 UR-04 ST-01 OBC-02	<p>i) Passed Secondary School Certificate from a recognized Board/Institution</p> <p>OR</p> <p>Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant trade from recognized Institution</p> <p>Note:- Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, may be considered in case posts relates to Technical work.</p> <p>Knowledge of Konkani.</p> <p>Desirable</p> <p>i) Knowledge of Marathi</p> <p>ii) Multi-tasking Skills such as knowledge of operating office machines including computers</p>
06.	Driver Pay Level- 2	01 OBC-01	<p>i) Passed Secondary School Certificate Examination from a recognized Board/Institution or Successfully completed the course conducted by a recognized Industrial training Institute</p> <p>ii) Driving License for light vehicles</p> <p>iii) Knowledge of Konkani</p> <p>Desirable Knowledge of Marathi (Note :- The Candidates will have to pass driving test)</p>

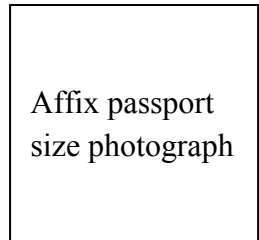
Note :-

- 1) Age- Not exceeding 45 years (relaxable for Government Servants by 5 years and for reserved vacancies in accordance with the instructions or Orders issued by the Government from time to time).
- 2) The Candidates already working in the Government, Local self Government, Semi Government, Autonomous bodies or establishment, or any other Department/Body, establishment or institutions being an instrumentality of the Government should send their application through proper channel only. The last date for submission of applications through proper channel is 08/04/2021 by 03:00 p.m.
- 3) Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
- 4) Syllabus for the Examination for the post of Inspector (CS) and Sub-Inspector (CS) will be Essential Commodities Act, National Food Security Act, 2013, Kerosene (Restriction on use and fixation of ceiling price) Order 1993, LPG (Regulation of supply and distribution order, 2001, The Targeted Public Distribution System (Control Order 2015), General Knowledge , Aptitude , Mathematics Etc.
- 5) Syllabus and pattern of examination for the post of Junior Stenographer, Lower Division Clerks, Multi Tasking Staff (Peon) and Driver will be as per standard examination procedure.
- 6) Candidate shall download the Application Format from the departmental website www.goacivilsupplies.gov.in.
- 7) For any enquiry for filling up of application, the candidates may contact the landline No.0832-2226084 only on working days between 10:00 a.m to 05:00 p.m.
- 8) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- 9) 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 posts.
- 10) Late and Incomplete applications will be summarily rejected.

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Director
Civil Supplies & Consumer Affairs

APPLICATION FORM



Name & Address of the Applicant :-
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To,

The Director
Department of Civil Supplies and
Consumer Affairs, 1st Lift, 2nd Floor
Junta House, Panaji, Goa-403 001

Name of the post applied for :- APPLICATION FOR THE POST OF.....

Category of the post applied for (ST/SC/OBC/PwD/UR/CFF/EWS/Ex-Ser.)

Please write in the given space whichever is applicable:

1. Name in full (in block letters) :-.....
Surname Name Middle Name
2. Gender (Male/Female) :-.....
3. Marital Status :-.....
4. Father's/Husband's Name :-.....
5. Address for correspondence :- H.No..... Waddo:-.....
(in block letters) Village/Town..... Taluka.....
6. Contact Number :-.....
7. Date of Birth (dd/mm/yyyy) :-.....
8. Age as on date of Advertisement (yy/mm) :-.....
9. Whether residing in Goa or last 15 years- Yes/No, if Yes, Certificate valid upto.....
10. Employment Exchange :-..... Valid upto:.....
11. Nationality :-.....
12. Details of Essential Qualifications :-

Sr. No	Examination Passed	Month & year of passing	Grade/Class/Division	Name of the Board/University	Marks obtained	% achieved

13. Additional qualifications (other than essential qualification shown above)

Sr. No	Examination Passed	Month & year of passing	Grade/Class/Division	Name of the Board/University	Marks obtained	% achieved

Contd....2/-

14. Languages Known (Please tick () in appropriate column

Name of the languages	Read	Write	Speak
English			
Konkani			
Marathi			
Hindi			

15. Details of Extra Curricular activities :

Sr. No	Details of Extra Curricular activities/participation	Name of Event	Date of Event	Name of the Organisation conducting event	Position secured

16. Details of Work experience in the field :-

Sr. No	Name of Organisation/Institution/Establishment	Designation of the post held	Nature of work handled	Date		Period
				From	Upto	

(Note :- May attach additional sheets, if required)

DECLARATION

I, Son/daughter/wife of hereby state that the contents of the application are true to my knowledge and I possess the requisite qualification 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 CANCELED EVEN AFTER SELECTION.**

(Note: Strictly No Certificate to be attached/enclosed)

Place :-.....

.....
(Signature of the applicant)

Dated :- / /2021

Name (in block letters).....