



Government of Goa
Office of the
Principal Chief Conservator of Forests
Forest Department
"Goa Van Bhavan",
Altinho, Panaji – Goa.
P.h. No.0832-2492538/2492539,
Email ID:cof-fore.goa@nic.in



No.1-V-2-2021/2865

Dated:-05-10-2021.

INSTRUCTIONS TO THE CANDIDATES

The candidates shall strictly follow the instructions (Post-wise and General) as detailed below for applying to the following posts advertised by this Department vide this office Notification No.1-V-2-2021/2864 dated 05-10-2021:-

Sr. No.	Name of the post	Category & No. of Vacancies		Pay Matrix as per 7 th Pay Commission	Educational Qualification
(1)	(2)	(3)		(4)	(5)
1.	Junior Stenographer	Unreserved	01	Pay Matrix, Level-05.	Essential: (1) Possessing Higher Secondary School Certificate or equivalent qualification from a recognized institution. 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
		OBC	02		
		PwD	01		
		Total	04		
2	Lower Division Clerk	Unreserved	14	Pay Matrix, Level-02.	Essential: (1) Possessing 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) Knowledge of computer applications/operations with typing speed of 30 words per minute in English. (3) Knowledge of Konkani. Desirable: Knowledge of Marathi
		ST	03		
		SC	01		
		OBC	08		
		EWS	03		
		PwD	02		
		Total	31		
3.	Peon/ Multi Tasking Staff(MTS)	Unreserved	03	Pay Matrix, Level-01.	Essential: (1) Passed the Secondary School Certificate examination from the recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution. (Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case posts relates to technical work.) (1) Knowledge of Konkani Desirable: i) Knowledge of Marathi. ii) Multi-tasking skills such as knowledge of operating office machines, including computers.
		ST	01		
		OBC	04		
		EWS	01		
		PwD	02		
		Total	11		

(Contd...2)

Sr. No.	Name of the post	Category & No. of Vacancies		Pay Matrix as per 7 th Pay Commission	Educational Qualification
(1)	(2)	(3)	(4)	(5)	
4.	Animal Attendant	Unreserved	08	Pay Matrix, Level-01.	<p>Essential:</p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Successfully completed the course conducted by a recognized Industrial Training Institute.</p> <p>(2) One year experience in maintenance of Zoo/Animals in a recognized Zoo.</p> <p>(3) Knowledge of Konkani.</p> <p>Desirable: Knowledge of Marathi.</p>
		ST	03		
		OBC	07		
		EWS	02		
		Total	20		
5.	Mali	Unreserved	03	Pay Matrix, Level-01.	<p>Essential:</p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Knowledge of Konkani</p> <p>Desirable:</p> <p>i) Knowledge of Marathi. ii) Good experience of gardening with at least 3 years proven work in a recognized garden.</p>
		ST	02		
		OBC	02		
		EWS	01		
		Total	08		
6.	Room Bearer	Unreserved	03	Pay Matrix, Level-01.	<p>Essential:</p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Experience in the hotel a repute which is relaxable in deserving cases.</p> <p>(3) Knowledge of Konkani</p> <p>Desirable: Knowledge of Marathi.</p>
		OBC	01		
		Total	04		
7.	Mess Servant	Unreserved	01	Pay Matrix, Level-01.	<p>Essential:</p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Knowledge of Konkani</p> <p>Desirable: Knowledge of Marathi.</p>

GENERAL INSTRUCTIONS:

2. **APPLICATION FORM:-**

- (a) The candidates shall fill and submit the prescribed Application Form through online mode only available at <https://cbes.goa.gov.in> **The candidate shall apply for the post within the time limit prescribed.**
- (b) For filling up of application form through online mode via above website, the candidate shall register through a valid email-id and mobile number of the candidates. On registration, an acknowledgment message will be sent to the registered mobile number of the candidate immediately.
- (c) All call letters will be issued only on email address given by the candidates in the application form and no hard copy will be sent to the candidates. A press note will be issued to intimate the scheduled date to examination for concern post.
- (d) The candidate will be sent intimations on registered email about the venue for examination along with Examination Hall Ticket which the candidate will have to print and produce at the examination hall.
- (e) The candidate shall fill the online application form as per the instructions mentioned therein. No column shall be left blank or wrongly filled as the selection process will be based on the information furnished.
- (f) The application form will not be accepted in any other mode and after the last date notified to submit the applications.
- (g) Only eligible candidates fulfilling the criteria as per Recruitment Rules/Advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. The candidate must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned herein below in original on the date of filling up of the application form.
- (h) The Candidates shall be responsible for the genuineness of the information filled in the application form.
- (i) In the event, the candidate submits false information/false declaration/false or bogus certificate/documents, and the same is detected before, during or after the verification, (which may be also done post appointment in respect of selected candidates) the candidate is liable to be disqualified at any time during the recruitment process and shall be subject to prosecution in accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

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3. DOCUMENTS/CERTIFICATE REQUIRED:-

- i) Certificate of Educational Qualification with mark sheet of the qualifying examination as applicable for the post as per column No. 5 of Post wise Instructions given above.
- ii) Valid Employment Exchange Card
- iii) Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.
- iv) Birth Certificate
- v) Any photo identity proof issued by State/Central Government
- vi) Valid Caste Certificate issued by the competent authority in respect of the reserved category.
- vii) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education as per column no. 5 of Post wise Instructions given above.
- viii) Valid Economically Weaker Section Certificate issued by the competent authority of the State of Goa.
- ix) Work experience certificate detailing the type of task/job handled (if any)

4. DOCUMENTS TO BE UPLOADED ALONGWITH ONLINE APPLICATION FORM:-

- (a) Candidate Photograph
 - (b) Signature
- } **in JPEG/JPG format of size less than 1MB**

5. AGE LIMIT:-

Not exceeding 45 years as on date of filling up of the application form. However, category wise age relaxation is as under:

Categories	Sr. No.	Years of age relaxable
Government Servants	1.	5 years
ST/SC	2.	5 years
OBC	3.	3 years
Person with Disabilities	4.	10 years

6. APPLICATION OF IN-SERVICE CANDIDATES:

The candidates who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

7. CONDITIONS FOR EXAMINATION:

(a) The candidate will have to undergo Skill/ Aptitude/ written test (examination), as applicable. Skill/ Aptitude wherever necessary may be considered for screening eligible candidates to be called for written examination and only qualified candidates shall be called for written examination. For category of Junior Stenographer, Forest Surveyor, Animal Attendant, Mali, Room Bearer & Mess Servant after completion of trade test held by this Department will be qualified for written examination.

(Contd...5)

(b) The syllabus for the Examination as follows :

i) JUNIOR STENOGRAPHER: Exam will be conducted in 2 parts

Part (A): All candidates will have to undergo a skill test in shorthand and typing. Candidates qualifying with minimum required speed as per Recruitment Rules. (Short hand 100 w.p.m. and typing: 35 w.p.m.) will have to undergo a final selection test of 20 marks as per the given syllabus.

Part-(B): Syllabus of written Test to be answered by candidates shortlisted on the basis of skill test.

I.	General Knowledge and current affairs	10 marks
II.	Reasoning ability	10 marks
III.	General English	10 marks
IV.	Computer fundamentals	10 marks
V.	Communication skill	10 marks
VI.	Knowledge of Goa and its Forest & Bio-Diversity	10 marks
VII.	Legal awareness-RTI Act, 2005	10 marks
VIII.	General Mathematics	10 marks

ii) LOWER DIVISION CLERK: Exam will be conducted in 2 parts

Part-A: Written exam will be conducted:

Syllabus:

I.	General Knowledge and current affairs	10 marks
II.	Reasoning ability	10 marks
III.	General English	10 marks
IV.	Computer fundamentals	10 marks
V.	Communication skill	10 marks
VI.	Knowledge of Goa and its Forest & Bio-Diversity	10 marks
VII.	Legal awareness-RTI Act, 2005	10 marks
VIII.	General Mathematics	10 marks

Part-B: Skill test for typing with typing speed of 30 w.p.m. per words per minute in English.....20 marks.

iii) PEON/ MULTI TASKING STAFF.

Written exam will be conducted:

Syllabus:

I.	General Knowledge and current affairs	10 marks
II.	General Mathematics	10 marks
III.	Logical reasoning	10 marks
IV.	General English	10 marks
V.	Computer fundamentals	20 marks
VI.	Legal awareness-RTI Act, 2005	10 marks
VII.	Knowledge about office procedures	10 marks
VIII.	Communication skill	20 marks

iv) ANIMAL ATTENDANT: Exam will be conducted in 2 parts.

Part-A: Written exam will be conducted.

Syllabus:

I.	General Knowledge and current affairs	10 marks
II.	General Mathematics	10 marks
III.	Logical reasoning	10 marks
IV.	General English	05marks
V.	Communication skill	05 marks
VI.	Knowledge about wild animals handling /restrain & rescue methodology	40 marks

PART-B :SKILL TEST:

Handling of wildlife animals and

know how about its physiology/ life cycle..... 20 marks.

v) **MALI:** Exam will be conducted in 2 parts

PART-A: Written exam will be conducted

Syllabus:

I.	General Knowledge and current affairs	10 marks
II.	General Mathematics	10 marks
III.	Logical reasoning	10 marks
IV.	General English	10 marks
V.	Communication skill	10 marks
VI.	Knowledge about gardening/nursery techniques and plants propagations.	30 marks

PART-B: Skill Test

Nursery work-budding/grafting/layering, etc.....**20 marks**

vi) **Room Bearer:** Exam will be conducted in 2 parts

Written exam will be conducted:

Syllabus:

I.	General Knowledge and current affairs	15 marks
II.	General Mathematics	10 marks
III.	Logical reasoning	10 marks
IV.	General English	10 marks
V.	Communication skill	10 marks
VI.	Knowledge about housekeeping and hospitality	25 marks

PART-B: Skill Test20 marks

vii) **MESS SERVANT:**

Written exam will be conducted:

Syllabus:

I.	General Knowledge and current affairs	15 marks
II.	General Mathematics	10 marks
III.	Logical reasoning	10 marks
IV.	General English	10 marks
V.	Communication skill	10 marks
VI.	Knowledge about housekeeping and hospitality	25 marks

PART-B: Skill Test.....20 marks.

7.

- (c) The date, time and venue of the written examination will be informed to the eligible candidates via Email or SMS. The candidate shall carry a copy of hall ticket for the examination.
- (d) The total marks of written examination shall be 100 and duration of examination shall be decided as per nature of examination i.e. subjective or objective or combination of both. Minimum qualifying marks 40% for un-reserved category and 35 % for reserved category.
- (e) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit. Physical endurance test or skill/ aptitude test being qualifying in nature shall not be considered for drawing merit list.

(Contd....7)

7.

(f) The shortlist shall be displayed on the Department's website i.e. www.forest.goa.gov.in and Goa Govt. portal www.goa.gov.in

(g) The shortlisted candidates will be required to submit the attested copies of the documents along with the original documents for verification on the prescribed date and time.

8. SOLICITING AND CANVASSING:-

Soliciting or canvassing in any form or influencing this Department in any manner by a candidate shall disqualify the candidate and the decision of the Department in this respect shall be final.

The decision of the Department with regard to the manner connected with the recruitment will be final in all respect and the Department reserves the right to make change in or to cancel the recruitment process and instructions without assigning any reason thereof.



Hemant

Dy. Director (Administration)

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Forest Department
Government of Goa
Panaji-Goa.**