



**OFFICE OF THE CHIEF TOWN PLANNER (ADM)
TOWN AND COUNTRY PLANNING DEPARTMENT
Dempo Tower, 2nd floor, Patto Plaza, Panaji - Goa
Ph: 0832-2437352, E-mail: ctp-tcp.goa@nic.in
Website: <https://tcp.goa.gov.in>**

Ref No.: 1/8/TCP/PART/2021-22/1763

Dated: 21/ 10/ 2021

ADVERTISEMENT

Sub: Filling up of vacant posts of Draughtsman Gr. II, Lower Division Clerk, Driver and Multi-Tasking Staff (MTS).

Applications are invited from eligible candidates by Town and Country Planning Department for filling up the following vacancies.

Sr. No	Name of Post	Categories									
		Pay Matrix Level	UR	OBC	EWS	SC	ST	Freedom Fighter	Ex-Service men	Person with Disability	Total
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.	Draughtsman Gr. II	Level (5)	4	3	--	--	--	--	--	--	07
2.	Lower Division Clerk	Level (2)	3	2	--	--	--	--	--	--	05
3.	Driver	Level (2)	1	--	--	--	--	--	--	--	01
4.	Multi Tasking Staff	Level (1)	4	1	--	--	--	--	--	--	05
											18

The detailed advertisement giving complete details of posts, reservation, qualifications, selection criteria, application form format and all other requirements may be seen on following websites:

1. Website of Town and Country Planning Department : <http://tcp.goa.gov.in>
2. Government of Goa Portal : www.goa.gov.in
3. [National Career Center Portal through Labour Department](#)

The application should be submitted in the prescribed form on or before 08/11/2021 in the office of the **Town and Country Planning Department, 2nd floor, Dempo Tower, Patto-Plaza, Panaji** during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm.

**Sd/-
(James Mathew)
Chief Town Planner
(Administration)**



**OFFICE OF THE CHIEF TOWN PLANNER (ADM)
TOWN AND COUNTRY PLANNING DEPARTMENT
Dempo Tower, 2nd floor, Patto Plaza, Panaji - Goa
Ph: 0832-2437352, E-mail: ctp-tcp.goa@nic.in
Website: <https://tcp.goa.gov.in>**

Ref No.: 1/8/TCP/PART/2021-22/1763

Dated: 21/ 10/ 2021

ADVERTISEMENT

Sub: Filling up of vacant posts of Draughtsman Gr. II, Lower Division Clerk, Driver and Multi-Tasking Staff (MTS).

Applications are invited by the Chief Town Planner (Administration) for filling up the various categories of vacant posts in Town and Country Planning Department. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to “The Chief Town Planner (Administration), Town and Country Planning Department, so as to reach this office on or before 08/11/2021 by 5.00 pm.

The application forms for all the posts will be received at the office of the **Town and Country Planning Department at Dempo Tower, 2nd floor, Patto Plaza, Panaji-Goa** during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm. The applicant can also be sent by ordinary posts to this office so as to reach this office before the last date i.e. 08/11/2021.

1. The details of vacancies category-wise are as under:-

Sr. No	Name of Post	Categories									Total
		Pay Matrix Level	UR	OBC	EWS	SC	ST	Freedom Fighter	Ex-Service men	Person with Disability	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.	Draughtsman Gr. II	Level (5)	4	3	--	--	--	--	--	--	07
2.	Lower Division Clerk	Level (2)	3	2	--	--	--	--	--	--	05
3.	Driver	Level (2)	1	--	--	--	--	--	--	--	01
4.	Multi Tasking Staff	Level (1)	4	1	--	--	--	--	--	--	05
18											

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 instrumentality of the Government should send their applications, through proper channel only on or before last date of submission of the application and such applications received directly will be rejected.

3. Only application will be accepted with 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”**.
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.

ESSENTIAL QUALIFICATIONS:

A. <u>DRAUGHTSMAN Gr. II</u>		
Educational Qualifications	:	Essential:- Matriculation plus 2 years Diploma in Draughtsman or its equivalent. Desirable: 2 years' experience in Architecture or Planning office.
B. <u>LOWER DIVISION CLERK</u>		
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.
C. <u>Driver</u>		
Educational Qualifications	:	Essential: (1) Passed Secondary School Certificate Examination from a recognized Board/ Institution OR Successfully completed the course conducted by a recognized Industrial Training Institute. (2) Driving License for light vehicles. (3) Knowledge of Konkani. Desirable: - Knowledge of Marathi.

D. MULTI TASKING STAFF	
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 recognised 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.

E. AGE LIMIT:-

Not exceeding 45 years

Age is relaxable to:-

- (i) Government Servant by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PwD by 10 years (15 years for SCs/STs and 13 years for OBCs)
- (v) Ex-Servicemen in accordance with the instructions or orders issued by the Government from time to time.

F. 15 years residence in the State of Goa.

G. Valid Employment Card.

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 M.O No. 1/6/83-PER(Vol.II)Pt.(a)/143 dated 14/01/2019 and the decision of the Town and Country Planning Department on any issue will be final.

A. DRAUGHTSMAN Gr. II

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF D'MAN GR. II - 100 marks

1. Knowledge of Auto Cad, drafting tools and drawings
2. Knowledge of Surveying
3. General Knowledge
4. Building Regulations
5. Letter Writing

B. LOWER DIVISION CLERK

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF LOWER DIVISION CLERK - 100 marks

1. Computer Knowledge
2. General Knowledge
3. History and Politics of State of Goa
4. Legal awareness (General Knowledge)
5. Letter Writing

NOTE: Typing test will be conducted at the time of recruitment/ selection of the candidate.

C. DRIVER

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF DRIVER - 100 marks

1. General Knowledge
2. Office Procedure

NOTE : Selection will be further subject to passing of driving test conducted through appropriate Authority.

D. MULTI TASKING STAFF

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF MULTI TASKING STAFF - 100 marks

1. Computer Knowledge
2. General Knowledge
3. Office Procedure

APPLICATION FORMAT

To,
The Chief Town Planner (Admin)
Town & Country Planning Dept., (HQ),
Dempo Tower, 2nd floor,
Patto-Plaza, Panaji-Goa.

**PHOTO
self attested**

**Sub: Application for the Post of _____ in Town and Country
Planning Department.**

Sir,

With reference to the Advertisement appeared in local Newspaper _____
dated _____, I hereby apply for the post of _____ in Town and Country
Planning Department.

My bio-data is as under:-

1.	Full Name (in CAPITAL LETTERS)	:	NAME	MIDDLE NAME	SURNAME
2.	Fathers/ Husbands Name	:			
3.	Residential Address with Postal Pin Code	:			
4.	Sex (Male/ Female)	:			
5.	Whats app Contact No.	:			
6.	Email ID	:			
7.	Date of Birth	:			
8.	Category: (ST/SC/OBC/UR/ EWS/PH/Ex-Servicemen)	:			
9.	Educational Qualification (As per Recruitment Rules)	:			
10.	Employment Card	:	Number (Valid upto):		
11.	15 years valid Residence Certificate	:			
12.	Light Motor vehicle Driving Licence	:	Number (Valid upto):		
13.	Experience (If applicable)	:			

DECLARATION

I _____ son/daughter/wife of _____
hereby state that the contents of the application are true to my own knowledge and I declare that I,
possess the requisite essential qualifications and other mandatory requirements 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 E-mail,
Whatsapp, sms or by sending call letter and the said message or call letter will be valid for
all purposes.

(b) The application format for all the posts will be received at TCP Dept., Headquarters,
Panaji.

