



Government of Goa
DIRECTORATE OF EDUCATION
Alto - Porvorim, Bardez - Goa

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No.DE/5/7/98/Adm.I/L.D.C./Part-III/1013

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ADVERTISEMENT

FILLING UP THE POST OF LOWER DIVISION CLERK (L.D.C.) ON REGULAR BASIS

Applications are invited from the eligible and interested candidates for filling up the posts of Lower Division Clerk (L.D.C.) on regular basis in the Directorate of Education, Porvorim - Goa as detailed below.

No. of Vacancies and category-wise reservation		Pay Matrix as Seventh C.P.C.	Educational Qualifications as per Recruitment Rules.
Un-Reserved	43	Pay Matrix Level-2	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:- 1. Knowledge of Marathi.
S.T.	11		
O.B.C.	08		
E.W.S.	08		
Total	70		

Note:- Out of above 70 posts of L.D.C. indicated above 05 (Five) posts will be reserved under PwD category and 02 (Two) posts under Ex-Servicemen Category

Age limit prescribed: -

Not exceeding 45 years as on last date of the advertisement. (Relaxable for Government servants and reserved categories candidates i.e. ST/OBC/SC/Ex-Serviceman/PH in accordance with the instructions or orders issued by the Government from time to time)

Interested and eligible candidates shall apply in prescribed application via online mode. Link for the same will be available on Departments web Portal <http://www.education.goa.gov.in> under useful-links tab from 01/12/2021 to 15/12/2021. No application shall be accepted in any other mode.

Applicants must carefully read and adhere to the detailed Guidelines regarding Procedure to apply, Selection Procedure and Syllabus for examination uploaded at <http://www.education.goa.gov.in/orders-and-circulars>.

THE DETAILED GUIDELINES REGARDING PROCEDURE FOR APPLYING, SELECTION PROCEDURE/CRITERIA ETC. FOR THE POST OF LOWER DIVISION CLERK (L.D.C.) IN DIRECTORATE OF EDUCATION.

1. PROCEDURE FOR APPLYING

- a) The candidates may apply for the post of Lower Division Clerk (L.D.C.) via online mode. Link for application is made available on the Departmental web portal <http://www.education.goa.gov.in/> under **Useful Links** tab.
- b) Applications received in any other mode will not be entertained.
- c) The link for the application will be available/active from 01/12/2021 to 15/12/2021.
- d) Candidates shall provide valid and truthful information sought in the application
- e) An acknowledgement will be sent to applicant via email.
- f) Interested applicants already employed in Government/Government Aided/Autonomous Bodies shall apply online and subsequently produce the N.O.C. obtained from the Competent Authority.
- g) The crucial date for age and other eligibility shall be ascertained by the last date fixed for submission of online application i.e. 15/12/2021.

2. RECRUITMENT RULES

Essential:-

4. 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.
5. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.
6. Knowledge of Konkani

Desirable:-

Knowledge of Marathi.

Age Limit:- Not exceeding 45 Years

Age relaxation is as under:-

- (a) Government Servants by 05 years in accordance with instruction and order issued by Government.
- (b) S.T./S.C./Children of Freedom Fighters/Sports Person by 05 years
- (c) O.B.C. by 03 years
- (d) Persons with Disabilities by 10 years.
- (e) Ex-Servicemen to the extent of Service rendered.

3. GUIDELINES ON WRITTEN EXAMINATION

- a) A written examination will be conducted for all the candidates whose applications are received within due date and time alongwith candidates sponsored by the Employment Exchange, Panaji/Margao.
- b) Subsequently, a Typing Test (Skill Test) will be conducted after written examination and successful candidates will be called for typing test as per

their rank in merit list in proportion of twice the vacancies advertised. (as stipulated in the O.M. No. 1/14/2014-PER(Part)/2564 dated 12/10/2021.

c) The result of written examination and skill test will be uploaded on the web portal of the Directorate of Education.

d) Syllabus for the written examination:-

- | | | | |
|------|--------------------------------------|---|----------|
| i. | Knowledge of Computer | - | 20 marks |
| ii. | General Knowledge | - | 20 marks |
| iii. | Reasoning ability | - | 20 marks |
| iv. | History and Politics of State of Goa | - | 20 marks |
| v. | Letter Writing/Office procedure | - | 10 marks |
| vi. | Mathematical and Analytical ability | - | 10 marks |

e) The date time and venue of the written examination will be informed to the eligible candidates via email. The candidate shall carry the same as hall ticket to appear for examination.

4. SCRUTINY OF DOCUMENTS

a. Scrutiny of documents will be taken up of first 140 candidates in the order of merit after the declaration of skill test result. Such candidates will be called by the Directorate of Education along with their original certificates/documents as mentioned below and alongwith one set of self attested photocopies in the Directorate of Education, Porvorim for the purpose of scrutiny/verification.

1. Birth Certificate
2. Educational Qualification certificates alongwith mark sheets.
3. Diploma/Certificate in computer with duration of course
4. Valid certificate regarding 15 years Residence in the State of Goa issued by the competent authority (Mamlatdar) as per declaration on the application.
5. Valid caste certificate issued by the Dy. Collector & S.D.M., Govt. of Goa in the case of S.C./S.T./O.B.C. category candidates.
6. Disability Certificate issued by the Medical Board in the case of PwD category candidates.
7. Valid Employment Exchange registration card.
8. Certificate issued by the competent authorities having participated in Sports/Extra-curricular activities at State/National Level.

b) In the case of a candidate who desires to apply for the post by name other than the name on birth certificate such candidate should produce documentary evidence from the competent authority of changed name.

5. In the event of two or more candidate's secure equal marks out of 100 marks, as specified above, the selection merit shall be determined as per the age factor in the descending order.
6. No interim inquiry shall be entertained. Canvassing in any form shall disqualify the candidate from recruitment process at any stage.
7. All call letters will be issued only on email address given by the candidates in the application form and no hard copy would be sent to the candidates.

8. **Only the eligible candidate 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. However, a candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though he/she has passed the examination.**
9. In the event candidate submits false declaration/false invalid certificates, and the same is detected during verification or thereafter (which may be also done post appointment in respect of selected candidate) such candidate shall liable to be disqualified and his/her appointment shall be terminated at any time and shall also be subject to prosecution in accordance to law/rules in force.
10. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.