



**Government of Goa**  
**Department of Environment & Climate Change**  
4<sup>th</sup> Floor, Dempo Towers, Panaji - Goa - 403 001,  
e-mail: [dir-env.goa@gov.in](mailto:dir-env.goa@gov.in) [www.envcc.goa.gov.in](http://www.envcc.goa.gov.in)

No: 85-1-2016-ENVV/Part-I

Dated: 07/12 /2021

**ADVERTISEMENT**

**Sub:- Filling-up of vacant posts of Upper Division Clerk under general category in the Department of Environment & Climate Change, Government of Goa.**

Applications are invited by the Director/Jt. Secy(Environment & Climate Change), Panaji - Goa for filling up the vacant posts **in Group 'C'** in Department of Environment and Climate Change, Panaji - Goa. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Director, Department of Environment and Climate Change, Panaji - Goa" so as to reach this office on or before **17/12/2021 by 5.00 p.m.**

The application forms will be received at O/o of the Director, Department of Environment & Climate Change, 4<sup>th</sup> floor, Dempo Towers, Patto, Panaji - 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. 17/12/2021.

Sr. No	Name of the Post	Pay Level in the Pay Matrix	No. of Post	Category	Qualification
01.	Upper Division Clerk	Level - 04	04	General	1) 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 or equivalent qualification from a recognized Institution. (i) Six months Diploma in Computer Management / Applications from a recognized institute. (ii) Knowledge of Konkani. Desirable: Knowledge of Marathi.
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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 has passed the examination.
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 instrumentally 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”**. Applications without above declaration shall not be accepted.
4. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

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

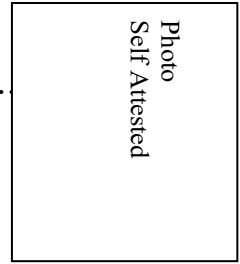
As per O.M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016, the criteria for selection for Group “C” posts shall be solely based on the skill Test / written examination and that no oral interview will be undertaken as per instructions contained in the O.M. No. 1/6//83-PDER(Vol.II)pl(a)/143 dated 14.01.2019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

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE**

**WRITTEN TEST FOR THE POST UPPER 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 |

**APPLICATION FORM**



Name & Address of the Applicant:- .....

To,  
The Director,  
Department of Environment & Climate Change,  
4th Floor, Dempo Tower,  
Patto, Panaji, Goa-403001

Name of the post applied for:- **APPLICATION FOR THE POST OF UPPER DIVISION CLERK UNDER GENERAL CATEGORY.**

Please write in the given space whichever is applicable.....

1. Name in full (in block letters) :- .....  
Surname name First Name Middle Name
2. Gender (Male/Female) :- .....
3. Martial Status :-.....
4. Father's/Husband's Name :-.....
5. Address for correspondence (Block letters):- H. No..... waddo.....  
Village/Town.....  
Taluka.....
6. Contact Mobile number :- .....
7. Email Id :- .....
8. Date of Birth (dd/mm/yy) :-.....
9. Age as on date of Advertisement (yy/mm) :-.....
10. whether residing in Goa for last 15 years yes/No.....  
If yes, Certificate valid up to .....
11. Employment Exchange registration card number :-..... valid upto....
12. Nationality :-.....

**13. Details of Essential Qualification:-**

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

**14. 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

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

Name of the languages	Read	Write	Speak
English			
Konkani			
Marathi			
Hindi			

16. Details of Extra Curricular activities :

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

17. Details of Work experience in the field :-

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

Place:

Date:

Signature of the applicant

### 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: - / /202

Name (in block letters).....