OFFICE OF THE COLLECTOR, NORTH, PANAJI GOA AND OFFICE OF THE COLLECTOR, SOUTH, MARGAO, GOA
CIVIL ADMINISTRATION BRANCH,

No. 95/3/2026/Recruitment/COM/CAB Date:10/11/2026

ADVERTISEMENT

Online application are invited from eligible candidates for filling up Group `C' posts in the Collector and Director of Civil Administration, North Goa, and South Goa, as mentioned below. The last date for submission of online applications is 27/11/2026 on website/portal at https://itggoa.formsubmit.in

1. Name of the Post: **Upper Division Clerk**:

Sr. No.	Name of Department	Number of Posts	Category				
			UR	ST	SC	OBC	EWS
1.	Collectorate of North Goa	11	07	01	0	02	01

Educational and Other Qualification	**Essential:**	1. Bachelor's Degree from a recognized university 2. One year experience in administrative work 3. Minimum 6 months certificate course in computer 4. Knowledge of Konkani
	Desirable:	Knowledge of Marathi
Level of Pay	**Level 4**	
Age Limit	Not exceeding 45 years (Relaxable upto 5 years for government servants and employees of office of Administrator of Comunidades in accordance with the instructions or orders issued by the Government from time to time).	

2. Name of the Post: **Lower Division Clerk**:

Sr. No.	Name of Department	Number of Posts	Category				
			UR	ST	SC	OBC	EWS
1.	Collectorate of North Goa	33	18	03	0	09	03
2.	Collectorate of South Goa	41	18	05	01	13	04

Educational and Other Qualification	**Essential:**	1. Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. 2. Knowledge of computer with typing speed of 30 words per minute in English. 3. At-least one year working experience in accordance with the instructions or orders issued by the Government in this respect from time to time. 4. Knowledge of Konkani
	Desirable:	Knowledge of Marathi
Level of Pay	**Level 2**	
Age Limit	Not exceeding 45 years (Relaxable upto 5 years for government servants and employees of office of Administrator of Comunidades in accordance with the instructions or orders issued by the Government from time to time).	

3. Name of the Post: **Multi Tasking Staff**:

Sr. No.	**Name of Department**	**Number of Posts**	**Category**				
			UR	**ST**	**SC**	**OBC**	**EWS**
1.	Collectorate of North Goa	04	03	0	0	01	0
2.	Collectorate of South Goa	05	03	0	0	02	0

Educational and Other Qualification	**Essential:**	1. Secondary School Certificate from a recognized Board/Institution. OR Certificate course conducted by Industrial Training Institute, in relevant trade, from recognized institution. 2. At-least one year working experience in accordance with the instructions or orders issued by the Government in this respect from time to time. 3. Knowledge of Konkani
	Desirable:	i) Knowledge of Marathi. ii) Knowledge of operating office machines including computers.
Level of Pay	**Level 1**	

Age Limit	Not exceeding 45 years (Relaxable upto 5 years for government servants and employees of office of Administrator of Comunidades in accordance with the instructions or orders issued by the Government from time to time).

Note:

1. From total 48 posts of Group `C' (UDC, LDC and MTS) in the office of the Collector and Director of Civil Administration, North Goa, Panaji; 1 post is reserved for Sportsmen and2 posts are reserved for Person with Physical Disability. The post reserved for Persons with Benchmark Disabilities (PwD)(i.e. 01 post amongst persons with deaf and hard of hearing, 01 amongst persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).

2. From total 46 posts of Group `C'(LDC and MTS) in the office of the Collector and Director of Civil Administration, South Goa, Margao, 01post is reserved for Sportsmen, 02 posts are reserved for Person with Physical Disability. The post reserved for Persons with Benchmark Disabilities (PwD) (i.e. 01 amongst persons with deaf and hard of hearing, 01 amongst persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).

3. For Computer Certificate, minimum 06 months Diploma Course Certificate from Information Technology Knowledge Centre/Computer Institute recognized by Infotech Corporation of Goa Ltd. Or, institute recognized by Government of India or minimum 06 months diploma course certificate in computer approved by Human Resource Development foundation affiliated to Directorate of Skill Development and Entrepreneurship is required.

4. Candidates possessing Degree/Diploma Certificate in Computers/Computer science/computer applications Information Technology/electronics/ electronics and Telecommunications/electrical and Electronic, from a recognized University/ State Board of Technical Education and Trade Certificate/Course Certificate in Computer Operator and Programming Assistant from a recognized Industrial Training Institute shall be exempted from producing Diploma Course Certificate as mentioned for post of Upper Division Clerk and Lower Division Clerk mentioned above.

5. The candidates shall fill application form through online mode only as available on website/portal https://itggoa.formsubmit.in.The candidate shall apply for the post within the time limit prescribed.

6. The general instructions for filling of the application form are available on the website/portal https://itggoa.formsubmit.in.All candidates are required to read instructions provided on the https://itggoa.formsubmit.in website/portal carefully for filling upon online applications.

7. The candidates are instructed to go through syllabus and scheme of examination for the post published on the website https://itggoa.formsubmit.in and https://northgoa.gov.in/ https://southgoa.nic.in.The candidates shall be shortlisted/selected on merit based on marks obtained by each candidates in objective based examination for the post. The other procedure in respect of selection, if necessary, will be followed in terms of OM 1/6/83-PER(Vol.IIPt.(a)143 dated 14/01/2019 issued by the Government of Goa and other instructions as amended from time to time.

8. The Department of Personnel, Government of Goa has exempted candidates belonging to category of Persons with Benchmark Disabilities (PwD) from the essential experience vide order No. 1/8/2023 – PER/2792 dated 08/09/2026.

9. The application fee will be charged per candidate for the post as below:

Level of pay of the post in respect of which examination is proposed to be conducted	**Fees in Rupees for**				
	UR	**SC/ST**	**OBC**	**PwD**	**EWS**
Level 1-4 and above of CCS revised pay rules, 2016	600	200	300	Nil	300

10. The mode of payment of application fee is through online payment using Internet Banking/Debit Card/Credit Card/UPI. No physical payments will be allowed.

11. The candidate should ensure that they possess the requisite educational qualification, valid 15 years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa/ valid Employment registration Card, Birth certificate, Caste/ Social Status certificate, Disabilities certificate, EWS Certificate, Experience Certificate, Ex-Servicemen Certificate, Diploma/ Course Certificate in Computer and all other documents/ certificates as mentioned in the Advertisement etc as per the instructions or Order issued by the Government from time to time. The candidates who do not have valid OBC certificate (as per the instructions issued by the Government of Goa) including OBC creamy layer category shall apply under UR category.

12. Age relaxation is allowed to the candidates belonging to the reserved categories i.e. 5 years for SC/ST, 3 years for OBC and 10 years for Persons with Disabilities (PwD). PwD from SC/ST category are entitled for 15 years of age relaxation and PwD from OBC category are entitled for 13 years of age relaxation and Ex-servicemen shall be entitled for age relaxation as per Orders/Rules in force, subject to maximum 56 years to all categories.

13. The cut-off date for determining the eligibility criteria towards educational qualifications, age limit, experience and any other documents shall be as on the last date of application.

14. Allotment of post shall be made on the basis of a single merit list with candidate being allotted to the North, Central and South Zone respectively for each post respectively. The decision of Department shall be final. The Department shall not entertain any request from the candidates for change in allotment to different Zones.

15. The ineligible candidates who do not posses required qualification as per Recruitment Rules of the respective post should not apply for the post advertised by the Department If any candidate is found then serious view will be taken by the Department against such candidate.

16. Candidates shall upload a recent passport-size photograph while submitting the online application.

17. The eligible candidates for the above posts will be called for a written test and the final selection will be based on merit list on the basis of marks obtained in the written test. The time, date and venue of the written test will be intimated through SMS, email, ITG website.

18. Wherever applicable, skill test shall be conducted for those candidates who have been qualified in the merit list.

19. The candidates shall apply in common application for all the three zones of the Comunidades. However, if the candidates wish to apply for more than one category of posts then separate application shall be filled for each category of the post.

20. Candidates can download the syllabus from the website https://itggoa.formsubmit.in and https://northgoa.gov.in/ https://southgoa.nic.in for the post advertised by 16/11/2026.

21. Those who have registered with Regional Employment Exchange shall apply mandatorily through online mode on the website https://itggoa.formsubmit.in

22. Only the eligible candidates fulfilling the criteria as per recruiting rules shall apply and the candidates need not furnish any documents at the time of applying for the post. However, candidature of shortlisted candidates shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination.

23. Candidates fulfilling the criteria as per recruitment rules shall submit applications strictly by online mode via https://itggoa.formsubmit.in

24. Syllabus for Written Examination for the post of UDC, LDC and MTS is as under:

Component	Weightage
Post-specific Subject Knowledge	25%
General Knowledge, Reasoning, Mathematics and Basic Computer Awareness	60%

Konkani Language	
Total	15%
Part I: Post specific Syllabus 25%	**100%**
1.Upper Division Clerk(UDC)	a) Office administration and procedures b) Establishment and Service matters c) Accounts and Financial Procedures d) Government Administration and Statutory Provisions e) Office Computer Applications f) RTI Act
2. Lower Division Clerk(LDC	a) Clerical Duties and Office Procedure b) Typing and Documentation c) Basic Establishment and Accounts d) Computer Applications Public Office Awareness
3. Muti-Tasking Staff (MTS)	a) Basic Office Duties b) Office Maintenance and Safety Handling of Records and Equipments c) General Workplace Awareness
Part II: Common Syllabus for All three posts (UDC,LDC and MTS)	
a) General Knowledge, Reasoning, Mathematics and Basic Computer Awareness– 60% b) Konkani Language – 15%	

25. The Collector and the Director of Civil Administration, North Goa and The Collector and the Director of Civil Administration, South Goa reserves the rights to cancel the Recruitment process at any time without any further notice and without assigning any reasons in which case fees remitted shall be forfeited in favour of the Collector and the Director of Civil Administration, North Goa and South Goa.

Sd/-
(Surendra F. Naik)
Collector and Director of Civil Administration, North Goa

Sd/-
(Egna Cleetus, IAS)
Collector and Director of Civil Administration, South Goa