

# INSTRUCTIONS TO THE CANDIDATES

INSTRUCTIONS FOR FILLING UP THE TEMPORARY LEAVE VACANCY FOR THE POST OF UDC IN THE DIRECTORATE OF HIGHER EDUCATION AS PER ADVERTISEMENT RELEASED VIDE NO. DHE/ADMN/169/LEAVE-VACANCY/ADV.WIIM/2024/8161 DATED : 16.01.2025.

## A. ELIGIBILITY CRITERIA

### • Educational and other Qualifications

#### Upper Division Clerk

##### Essential:

- (1) Degree from a recognized University.
- (2) One year experience in administrative work.
- (3) Minimum six months certificate course in computers.
- (4) Knowledge of Konkani.

##### Desirable:

- (1) Knowledge of Marathi

### (B) Age Criteria


Age limit for the posts: - Should not exceed 45 years.

(C) 15 years continuous residence in the State of Goa.

(D) Valid Employment Exchange Registration Card.

### (E) PROCEDURE TO APPLY

- The link to apply for the post is <https://forms.gle/tF8v3mMVSb5VgR8Y9>
  - Upon successful submission of the online form an auto generated email will be sent to the registered email id immediately within a minute.  
In case the email is not received within a minute, the candidate must apply again online.
  - The received email must be retained by the applicant till the oral interviews are held.
1. The leave vacancy is for a period till **30.06.2025 and shall be co-terminus with the leave period of the individual who has proceeded on leave and the same can be extended or curtailed, to match the tenure of the leave period.**
  2. The Consolidated Remuneration per Month is Rs. 25,764/- (Rupees Twenty Five thousand Seven Hundred and Sixty-Four only).
  3. The Contractual appointment carries with it the liability to serve in any part of Goa. The appointment is purely on contractual basis and will not confer any right to permanent Employment.
  4. The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, etc. shall be the closing date fixed for submission of online applications by the applicant on the website of the Directorate of Higher Education.
  5. The schedule of Walk-in-Interview will be displayed on the website of this Directorate. Also e-mail will be sent to the candidates regarding date of walk-in-interview. Candidates are required to visit/check website and also check their e-mail regularly for details regarding the same. All future correspondence shall be through e-mail.
  6. No TA/DA would be provided for attending the interview. The candidates not fulfilling eligibility criteria and not reporting in time will not be considered for interview.
  7. The list of selected candidate will be uploaded on the website <https://www.dhe.goa.gov.in> and also displayed on the notice board of this Department. No separate correspondence will be made to unsuccessful candidate.
  8. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

  
(Bhushan K. Savoikar)  
Director of Higher Education