



Department of Personnel  
Government of Goa  
Secretariat, Porvorim, Goa-403521.

File No. 1/6/83-PER (Vol. II) Pt. (a)/143

Dated: 14/01/2019

Read: i) O.M. No.1/6/83-PER(VOL.II)Pt.(a)/100 dated 08/01/2016.

ii) O.M. No. 7/4/2005-PER/2829 dated 05/11/2018

iii) O.M No. 9/4/2005-PER dated 22.11.2016

**OFFICE MEMORANDUM**

**Sub: Guidelines on Recruitment Procedure for filling up of Group 'C' posts.**

1. The Government vide office memorandum referred in the preamble at i) dispensed with the requirement of interviews for recruitment in all Group "C" posts until further orders.
2. The Government vide office memorandum referred in the preamble at ii) had laid down instructions for seeking No Objection Certificate from Department of Personnel for filling up of post by direct recruitment.
3. References are being received, seeking clarification vis a vis selection procedure sans oral interview and No Objection Certificate for filling up of posts. **The matter has been considered and the following procedure is laid down:**
  - (i) Once the vacancies are determined, the department may initiate the process of filling up the posts by keeping aside the required number of posts in terms of Office Memorandum No. 10/1/86-PER (Part) dated 26/08/2005 and subsequent amendments thereto and Notification No. 11/1<sup>3</sup>/91-HD (G) dated 20/08/2013, published in the Official Gazette Series I No. 22 dated 29/08/2013, providing reservation for compassionate appointment and reservation for children of freedom fighters, respectively.
  - (ii) The posts so reserved shall immediately be informed to the Personnel Department, so as to enable them to fill up the posts from the schemes of compassionate appointment/children of freedom fighters. The

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Concerned Head of Department and Secretary to the Department shall be personally responsible for its compliance.

- (iii) Now therefore, in supersession of all the instructions with respect to seeking of NOCs for filling up of post by direct recruitment including the Office Memorandum referred in the preamble at ii), there shall be no requirement of No Objection Certificate from this Department, for filling up of posts by direct recruitment. However, the Departments shall scrupulously follow the instructions as stated at para 3(i) &(ii) above.
- (iv) The ban on recruitment imposed vide office memorandum referred in preamble at iii), shall not be applicable to those departments where the competent authority has issued order conveying the final sanctioned strength as per the approval of High Level Empowered Committee (HLEC).
- (v) The Departments shall accordingly proceed to advertise the post for filling up by direct recruitment.
- (vi) A Detailed advertisement of all the posts/vacancies containing the terms and conditions along with the Proforma of application, documents required and the instructions shall be published on the Government of Goa Portal, [www.goa.gov.in](http://www.goa.gov.in) at least one day prior to publication of advertisement in the newspaper.
- (vii) **A short advertisement shall be published in the two widely circulated local daily newspapers, one in English and other in vernacular language. Advertisement shall also be published in "National Career Centre" Portal through Labour Department.**
- (viii) The short advertisement published in local daily must include a reference that the candidate shall refer to the detailed advertisement uploaded on the portal [www.goa.gov.in](http://www.goa.gov.in).
- (ix) Candidate must be given at least 15 clear days to apply from the date of Publication of advertisement in the newspaper.
- (x) In order to simplify the procedure, a clause shall be inserted in the advertisement that "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" The Departments shall also provide for verification clause in the application as follows: "I ..... s/d/w of ..... hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post."

- (xi) A written examination shall be held for recruitment of all group 'C' posts. The examination may be conducted departmentally, wherever the department possesses the requisite expertise and capacity to conduct the examination.
- (xii) Alternatively, the Departments may conduct examination through the following institutions/ entities:
- (i) Goa Education Development Corporation.
  - (ii) Goa University.
  - (iii) Goa Board of Secondary and Higher Secondary Education.
  - (iv) Directorate of Higher Education.
  - (v) Directorate of Technical Education.
  - (vi) ~~Government Polytechnic.~~
  - (vii) Any other recognized Institution with prior approval of Personnel Department.
- (xiii) The Head of Department may also approach Department of Information Technology for conducting online test.
- (xiv) Wherever the Department decides to conduct examination through aforesaid institutions, the concerned Head of Department shall finalize the Institution with its consent before conducting examination.
- (xv) Syllabus and scheme of examination shall be designed by considering the nature of duties assigned to the posts and published in the notice inviting applications on the web portal www.goa.gov.in. The syllabus may encompass questions based on essential qualification, general knowledge, reasoning ability,

quantitative aptitude, etc, commensurate with the degree/level of understanding required for the post.

- (xvi) The total marks of written examinations shall be 100 marks and duration of examination shall be decided by the concerned Department according to the nature of examination i.e. subjective or objective or combination of both.
- (xvii) Physical endurance test shall be conducted for the posts which require physical standards in terms of recruitment rules and only the successful candidates shall be shortlisted for written examination. Such test shall be conducted prior to written examination.
- (xviii) Physical endurance test or skill/aptitude test being qualifying in nature shall not be considered for drawing merit list.
- (xix) Skill test/aptitude test, wherever necessary, may be considered for screening eligible candidates to be called for written examination and only qualified candidates shall be called for written examination.
- (xx) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination as per merit. The Head of Department/ Appointing Authority shall publish the entire result on the notice board of the Department, as well as on the portal [www.goa.gov.in](http://www.goa.gov.in)
- (xxi) If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
- (xxii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written/online examination and as per procedure laid down in this Office Memorandum.

4. The Head of the Department/ Appointing Authority shall based on the

results declared on the web portal [www.goa.gov.in](http://www.goa.gov.in), proceed to verify the documents of equal number of candidates as number of post advertised plus 10% wait list candidates.

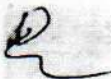
The verification process shall be conducted on the same date/s when the Department selection committee shall meet for finalizing the select list.

5. Role of Departmental Selection Committee (DSC).

- (i) The members of Departmental Selection Committee shall ensure that, the Departmental Selection Committee is constituted in terms of standing instructions/guidelines issued from time to time. The Head of Department/Appointing Authority/Chairman of Departmental Selection Committee shall furnish a copy of Notification in this regard, at the request of the member.
- (ii) In the event, the expert members from OBC/ST/SC/Ex-serviceman does not attend the selection committee meeting, after being duly served at least three clear days in advance, the Chairman of the Departmental Selection Committee/Head of Department, if the Chairman is other than Head of Department, shall intimate the fact to the controlling Officer/Department or Institution for further action **against such Officer, unless the officer justifies the non-attendance.**

Further, absence of expert shall not invalidate the selection proceedings and the Departmental Selection Committee shall proceed with the selection process. The role of the expert members shall be limited to ensuring that the roster/ reservation register is verified by the Competent Authority and that the candidate possesses valid caste/discharge certificate issued by the competent Authority.

- (iii) The Departmental Selection Committee shall check the copy of the advertisement published in local dailies and ascertain the number of posts advertised alongwith details of reservation of vacancies so advertised.
- (iv) The Departmental Selection Committee shall first proceed to shortlist candidates belonging to person with disability category and ex-



servicemen category based on merit. The candidates so shortlisted shall be adjusted against the category to which they belong i.e. unreserved, scheduled tribes, scheduled castes, and other backward classes. The vacancies in these categories shall be reduced to that extent. In case, persons under these categories are not available, the number of such advertised vacancies shall be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 05 UR, 02 ST, 01 SC and 02 OBC, out of which 01 post to be filled from person with disability category and 01 post under ex-servicemen category and if the candidate under person with disability category is unavailable, it shall be deducted from unreserved category. i.e.  $5-1=4$ . i.e. the Departmental Selection Committee shall proceed to select only 04 candidates belonging to unreserved category.

- (v) The Departmental Selection Committee shall then proceed to select candidates of unreserved category as per the descending order of marks scored in written/online examination.
- (vi) In case of candidates belonging to reserved category, who by virtue of their merit in written examination are eligible for selection against unreserved category, they shall be adjusted against unreserved category, only if they have not availed age relaxation or any other concession/relaxation other than payment of fees.
- (vii) Once the Departmental Selection Committee finalizes the list of Unreserved Category candidates, it shall proceed to prepare selection list of reserved category candidates.
- (viii) The Department shall, once the final selection list is prepared, arrange to verify the essential qualification of the candidates and ensure that the candidate is eligible vis-à-vis essential qualification/criteria for the post as per the recruitment rules.
- (ix) The Departmental Selection Committee shall, in addition to the select list also prepare a separate wait list upto 10% of the vacancies based on merit of the candidates in their respective category:

Provided further that the candidate from the wait list may be considered, only if the candidate from the select list does not accept

the offer of appointment.

(x) The process of selection comes to an end once the vacancies advertised are filled up. The wait list shall not be used as a reservoir to fill up the vacancies which comes into existence after the issuance of the advertisement.

(xi) The wait list shall lapse on the declaration of the date of a subsequent examination for the same category or after a period of one year from the date of preparation of such wait list, whichever is earlier.

(xii) The quorum:-

Non-attendance/non availability of any member of the Departmental Selection Committee other than Chairman shall not invalidate the proceeding of such committee provided minimum 2 members were present.

(xiii) Final Selection List:

Once the Departmental Selection Committee prepares the final selection list and wait list, which shall be subject to verification of documents, the Head of Department/ Appointing Authority shall publish these lists on notice board and on the web portal [www.goa.gov.in](http://www.goa.gov.in) preferably on the same day, but not later than three days from the date of meeting of selection committee. In case the selection committee meeting was held on more than one day, then the period of three days shall be counted from the last day of such meeting.

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(Harish N. Adconkar)  
Under Secretary (Personnel-I)

1. All Heads of Departments/ Offices.
2. IDCO and HLEC, with a request to modify the terms and conditions in the assessment orders as per the Office Memorandum.
3. All Corporations/Autonomous Bodies.
4. All Secretariat Departments.
5. The Secretary, Goa Public Service Commission, Panaji.