



Government of Goa,

DIRECTORATE OF HIGHER EDUCATION

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No.GIA/Patt. Of Asstt./DHE/2018-19/5117

Dated: 22/01/2019

ORDER

Subject- Staffing Pattern for Non-Teaching Staff for Aided Institutions/Colleges

The Government is pleased to issue consolidated instructions regarding the staffing pattern for non-teaching staff of the Aided colleges. The staffing pattern as contained in this Order shall be applicable to all aided colleges:

For the purpose of implementation of this staffing pattern, all the aided colleges are classified into four groups based on the students' strength* as indicated below:

Students' Strength*	Group
Up to 500	A
501 to 1000	B
1001 to 1500	C
1501 and above	D

Note: Categorization of the Colleges will be done by the Directorate of Higher Education based on the students' strength of the Aided Course in accordance with the AISHE data or documentary evidence provided by the College. Categorization will be fixed by the department which will be revised only after three years irrespective of fluctuation in students' strength year on year basis.

The following staffing pattern shall be made applicable to the aided colleges based on their classification as per the above norms.

1. Pattern of Ministerial staffing

Category of Posts	Group A	Group B	Group C	Group D
Superintendent	-	-	1	1
Accountant	1	1	1	1
System administrator	1	1	1	1
Head Clerk	1	1	1	1
U.D.C.	1	2	3	4
L.D.C.	3	4	4	5
Jr. Stenographer	1	1	1	1
Librarian Grade I	1	1	1	1
Librarian Grade II	-	-	1	1
Instructor in Physical Education	-	-	1	1
M.T.S. for Office & Administration	4	4	5	5
M.T.S. for Gymkhana	1	1	1	1
M.T.S. for Library	1	2	2	2

[Handwritten signature]

2. Staffing Pattern for Laboratories in Colleges

<u>Designation</u>	<u>Number of Posts</u>
i) Laboratory Assistant	One each for Physics, Botany, Zoology, Microbiology and Information Technology, and Two for Chemistry
ii) M.T.S.	Two each for Physics, Botany, Zoology and Microbiology, One for Information Technology, and Four for Chemistry
iii) Store Keeper	Only one for the Chemistry lab
iv) Technician	Only one for the Physics lab
v) Field and Plant collector	Only one for both for Botany and Zoology Laboratories

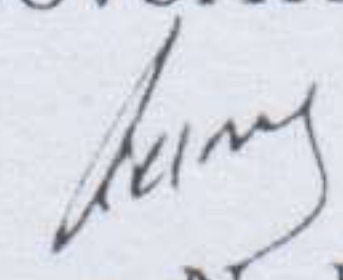
No post of Watchman, Mali, Sweeper, Gardener will be sanctioned to colleges and these services need to be outsourced in accordance with the pattern of assistance. However, where there are already incumbents in place occupying these posts then these post should be converted into supernumerary post with prior approval of Director of Higher Education and the incumbents shall be continued till his/her superannuation and thereafter these posts will be automatically abolished.

Each college is required to get sanction of Director of Higher Education of their non teaching sanction strength of their college and mere their eligibility as per staffing pattern will not determine their sanction strength, besides separate N.O.C. of Director of Higher Education will be required to fill the posts and subsequently approval for selected candidates once recruitment procedure is over.

In addition to above staff the college shall also be eligible for one contract basis full time Counsellor where students strength is less than 1000 and two full time contract basis counsellor where students strength is more than 1000 and their salary shall be minimum of salary paid to contract basis teacher from time to time as decided by the Government.

This issues with the approval of the Government and concurrence of the Finance Department (Expenditure) vide U.O. No. 209/F dated 22.01.2019.

By order and in the name
of the Governor of Goa


(Diwan N. Rane)

Under Secretary (Higher Education)

To,
The Director, Directorate of Printing & Stationery, Govt. Printing Press, Panaji, Goa with a request to publish the same in Government Official Gazette (Extraordinary) and provide 5 copies of the said Gazette to this Directorate.

Copy to:

1. The Director, Directorate of Accounts, Panaji, Goa.
2. The Accountant General (Audit), Audit Bhavan, Green Valley, Porvorim, Goa.
3. The Principals of Aided Colleges.
4. Guard file
5. Office copy