

GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
New SCERT Bldg. Alto Porvorim-Goa.



Tel: 2415585/2410824

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No. ACAD/AC-02/CB/LDC/MTS/395/DHE/2020⁵³ Dated: -04/08/2021

CIRCULAR

This Directorate vide letter No. 9/197/2007/HE/1224 dated 04/06/2011, permitted colleges to appoint Lower Division Clerk and MTS on Contract basis to manage examination workload, subject to the condition that payment of their wages/salary will be strictly borne from the examination fees collected from the students.

To bring uniformity across the colleges it is informed as under:

1. The Entitlement of LDC's & MTS for Examination Section in Aided and Government Colleges shall be fixed on the basis of the strength of students as under:
 - a. Up to 1000 students: One LDC and One MTS
 - b. Above 1000 students: Two LDC and One MTS

Note: Number of students in Self-financing courses would not be taken into account while calculating the above students strength.

2. The remuneration for LDC's/MTS in Examination Section in Aided and Government Colleges shall be calculated based on the formula shown below (As per 6th Central Pay Commission):

Lower Division Clerk:

Total emoluments = 5200 + 1900 + DA as on 1st April for the year of execution of Contract. (rounded to the nearest hundred on lower side)

Multi Tasking Staff:

Total emoluments = 5200 + 1800 + DA as on 1st April for the year of execution of Contract. (rounded to the nearest hundred on lower side)

The fixation of the pay will be done once in a year by calculating the dearness allowance as on 1st April of the year in which the contract is being executed/ renewed. No midway corrections due to changes in DA etc., will be considered.

(The DA rates under 6th CPC as on 1st April 2021 is 125%)

3. The existing LDC/LDC's and MTS must fulfill the Recruitment Rules in force. In case, they do not fulfill the eligibility conditions as per the RR's, the said posts shall be advertised within 3 months from the date of issue of this Circular. However those fulfilling Recruitment Rules should continue for a period of 12 months.
4. Once the eligible candidate is selected as Examination LDC/MTS, he/she shall be continued for a period of 12 months with a break of two working days. This process can be continued for the same person for a maximum period of 05 years. Thereafter, the post of Examination LDC and MTS shall be re-advertised.

The Examination Section LDC's/MTS appointed on Contract basis shall be entitled for leave of 18 days for a period of 12 months.

NOC of this Directorate shall be obtained while filling these posts. The posts shall be filled strictly as per the Recruitment Rules in force, Administrative orders issued by the Government/ Department of Higher Education from time to time, after observing proper recruitment procedure in force.

In case of Government Colleges, the appointments will be made by the respective Government Colleges after obtaining NOC and by following all the recruitment procedural formalities as per Rules in force. The Government College shall complete the selection process at least one month before the expiry of the existing contract period.

The Selection Committee for Government/ Government Aided Colleges shall consists of the following:

- | | | |
|-------------------------------|-----|-------------|
| 1. Principal | --- | Chairperson |
| 2. Vice-Principal/Sr. Teacher | --- | Member |
| 3. Nominee of DHE | --- | Member |

The Circular is issued with the approval of the Government.

This supersedes earlier letter issue vide letter No.9/19/99-HE/Non-Teach/PF-II/4450 dated 05/11/2020.

Renji. R.A

(Dr. Renji George Amballoor)
Dy. Director (Acad.-II)

To,

1. All Government/Government Aided Colleges.
2. Academic Sections (II) & (III), Directorate of Higher Education, Porvorim-Goa.
3. The Establishment/Administration Section Directorate of Higher Education, Porvorim-Goa.
4. Grant-in-Aid Section, Directorate of Higher Education (for information).



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No. ACAD/AC-02/CB/LDC/MTS/395/DHE/2020/4008

Dated:-07/10/2021

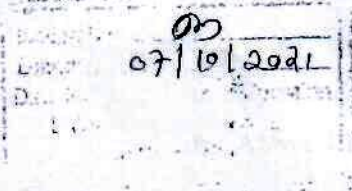
Read:- Circular No.ACAD/AC-02/CB/LDC/MTS/395/DHE/2020/2553 dated
09/08/2021

CORRIGENDUM

In the Circular read in preamble; the last para of page 1 is substituted to read as:-

"The DA rates under 6th CPC as on 1st April 2021 is 164%" instead of "The DA rates under 6th CPC as on 1st April 2021 is 125%"

The remaining contents of the said Circular remains unchanged.



Renji. R.A

(Dr. Renji George Amballoor)
Dy. Director (Acad.-II)

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2. Academic Sections (II) & (III), Directorate of Higher Education, Porvorim-Goa.
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5. Office Copy.
6. Guard file.