



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

File No.1/14/2014-PER(Part) 2564

Dated: 12/10/2021

OFFICE MEMORANDUM

Read: (1) Office Memorandum No. 1/6/83-PER (Vol. II) Pt. (a)/143 dated 14/01/2019.

(2) Circular No. 1/6/83-PER (Vol. II) dated 30/11/1999.

Government vide Notification No. 1/14/2014-PER (Part) dated 17/06/2020 published in the Official Gazette Series I No. 13 dated 25/06/2020, amended Recruitment Rules for the post of Lower Division Clerk/Recovery Clerk.

References are being received from various Departments, seeking clarification regarding typing test to be conducted for recruitment to the post of Lower Division Clerk. The matter has been considered and the following instructions in respect of typing test of Lower Division Clerks are issued in supersession of all the relevant instructions as contained in Circulars/Office Memorandums previously issued in this regard.


- (1) Typing test must be conducted at the time of recruitment/selection of the candidate.
- (2) In partial modification to point No. 3 (xix) of Office Memorandum No. 1/6/83-PER (Vol. II) Pt. (a)/143 dated 14/01/2019, typing test (skill test) may be conducted after written examination and successful candidates may be called for typing test as per their rank in merit list, in proportion of twice the vacancies advertised, in order to avoid engagement of huge resources for typing test.
- (3) In case of failure of requisite candidates to qualify the typing test to fill up the vacancies, the next ranked candidates from the merit list must be called for typing test in the same proportion, as prescribed in point No. (2), by considering the number of vacancies unfilled.

....2/-

For example:

If 10 vacancies are advertised and 20 candidates are called for typing test as per order of merit after written examination. Out of 20 candidates only 08 candidates pass typing test and remaining 12 candidates fails and hence 02 vacancies will remain unfilled due to shortage of eligible candidates. Under such situation, next ranked 04 candidates from the merit list, in the same proportion i.e. twice of unfilled vacancies must be called for typing test.

- (4) Final merit list of selected candidates must be strictly maintained as per the marks obtained in written examination only and their performance in typing test should not be counted for drawing final merit list.
- (5) Departments, who have already initiated the process of typing test, till issue of this Office Memorandum, may continue the process of typing test.
- (6) Departments, who have advertised the vacancies, however not initiated the process of typing test, till issue of this Office Memorandum, may follow procedure as prescribed in this Office Memorandum.


12/10/2021
(Vishal C. Kundaikar)
Under Secretary (Personnel-I)

To,

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat.
- 3) O/c.
- 4) G/f.

Phone Nos.: +91(832) 2419808/807/806.

Fax No.: +91(832) 2419723.