

SCHEDULE

1	2	3	4	5	6	7	8	9	10	11	12	13
Name/ /desig- nation of the post	Number of posts	Classifi- cation	Level in the Pay Matrix	Whether selection post or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruit- ment, whether by direct recruitment or by promotion or deputation/ transfer/ contract and percentage of the vacancies to be filled by various methods	In case of recruit- ment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	If a D.P.C./ D.S.C. exists, what is its compo- sition	Circum- stances in which the Goa Public Service Commission is to be consulted in making recruitment
Lower Division Clerk/ Recovery Clerk.	As sanc- tioned in each Depart- ment from time to time (2020).	Group 'C', Non- -Gazet- ted, -Ministe- rial.	L-2.	Selec- tion.	Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Govern- ment from time to time).	Essential: (i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equiva- lent qualification from a recognized Institution. (ii) Knowledge of Computer applica- tions/operations with typing speed of 30 words per minute in English. (iii) Knowledge of Konkani. Desirable: Knowledge of Mara- thi.	Age: No. Educa- tional Quali- fications: To the extent as specified in column No. 11.	Two years.	(A) In the Public Works Department and Water Resources Department:— (i) 13% by promotion from Group 'C' employees, failing which, by direct recruitment. (ii) 50% by promotion from employees of work charged establishment, failing which, by direct recruitment. (iii) 37% by direct recruitment.	Promotion: (1) Group 'C' employees of the Department excluding, (i) Superior Field Worker, Surveillance Worker, Assistant Cook and Assistant Mechanic in the Directorate of Health Services. (ii) Grading Attendant and Laboratory Atten- dant in the Office of the Registrar of Co- operative Societies. (iii) Lasker, Tractor Assistant, Bull Dozer Assistant and Mobile Crane Assistant in the Directorate of Agricul- ture. (iv) Forest Guard and Mess Servant in the Forest Department.	Group 'C', D.S.C./ D.P.C.	N.A.

(B) In the Electricity Department:—
 (i) 13% by promotion from Group 'C' employees (excluding Assistant Data Entry Operators), failing which, by direct recruitment.
 (ii) 37% by promotion from Assistant Data Entry Operators, failing which, by direct recruitment.
 (iii) 50% by direct recruitment.
 (C) In Departments other than the Public Works Department, Water Resources Department and Electricity Department:—
 (i) 13% by promotion from Group 'C' employees, failing which, by direct recruitment.
 (ii) 87% by direct recruitment.

(V) Police Constable in the Office of the Director General of Police.
 (vi) Line Helper and Assistant Lineman/Wireman in the Electricity Department.
 (2) Work-charged Establishment.
 Note 1: All feeder category employees specified for promotion must fulfill following conditions to become eligible for promotion:
 (i) Passed Secondary School Certificate Examination or equivalent from a recognized Board/Institution.
 (ii) Typing speed of 30 words per minute in English.
 (iii) Three years regular/continuous service, as the case may be, in the grade.
 Note 2: The entry level pay scale of all the feeder category employees for promotion (except employees from the work charged establishment) must be lower than the entry level pay scale of Lower Division Clerk/Recovery Clerk.