

SCHEDULE

1	2	3	4	5	6	7	8	9	10	11	12	13
Name/ /design- ation of 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 recruits	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruit- ment or by promotion or by 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. exists, what is its compo- sition	Circum- stances in which the Goa Public Service Commission is to be consulted in making recruitment
Upper Division Clerk.	As sanc- tioned from time to time depen- dent on workload.	Group 'C', -Ministe- rial, Non- Gazetted.	L-4	Selec- tion.	Not exceeding 45 years (Relax- able for Govern- ment Servants upto five years in accor- dance with the instruc- tions or orders issued by the Govern- ment from time to time).	<b>Essential:</b> (1) Higher Sec- ondary School Certifi- cate from a recog- nized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equi- valent qualification from a recognized Institution. (i) Six months Diploma in Computer Manage- ment/Applications from a recognized Institute. (ii) Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi.	No	Two years.	By promotion, failing which, by direct recruitment.	<b>Promotion:</b> (i) In the Offices and Departments other than the Office of the Chief Electrical Engineer, 100% of the posts are to be filled by promotion of Lower Division Clerk/Assistant Store or Godown Keeper or Store Clerk/ /Executive Assistant/Data Entry Operator, possessing three years regular service in their respective grade. (ii) In the Office of the Chief Electrical Engineer: (a) 75% of total posts are to be filled by promotion of Lower Division Clerk/ /Assistant Store or Godown Keeper or Store Clerk, possessing three years regular service in their respective grade. (b) 20% of the total posts are to be filled by promotion of Meter Readers possessing three years regular service in the grade. (c) 05% of the total posts are to be filled by promotion of Telephone Operators possessing three years regular service in the grade.	Group 'C', D.P.C.	N.A.

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