

Notification

1/14/2014-PER

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the existing recruitment rules for the relevant posts specified hereinbelow, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Group 'C', Ministerial, Non-Gazetted, Common posts (outside Secretariat), Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Group 'C', Ministerial, Non-Gazetted, Common posts (outside Secretariat), Recruitment Rules, 2024.

(2) They shall apply to the posts specified in column (2) of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force on the date of their publication in the Official Gazette.

2. *Number, classification and level in the pay matrix.*— The number of posts, classification of the said posts and level in the pay matrix attached thereto shall be as specified in columns (3) to (5) of the said Schedule.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns (6) to (14) of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

These rules are issued in supersession of the existing Recruitment Rules,—

1) published in the Official Gazette, Series I No. 4 dated 22-04-2021, for the post of Upper Division Clerk, vide Government Notification No. 1/3/2018-PER dated 08-04-2021;

2) published in the Official Gazette, Series I No. 12 dated 19-06-1986, for the posts of Store or Godown Keeper and Assistant Store or Godown Keeper or Store Clerk, vide Government Notification No. 1/6/83-PER dated 20-05-1986.

By order and in the name of the
Governor of Goa.

Eshant V. Sawant, Under Secretary
(Personnel-I).

Porvorim, 24th October, 2024.

SCHEDULE

Serial No.	Name/ Designation of the post	Number of posts	Classifi- cation	Level in the Pay Matrix	Whether selection non- selection post	Age limit for direct recruits	Educational and other quali- fications 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 recruitment, whether by direct recruit- ment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruit- ment by promo- tion/deputation/ absorption, grades from which promotion/depu- tation/absorption 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 Commis- sion is to be consul- ted in making recruit- ment
1	2	3	4	5	6	7	8	9	10	11	12	13	14
(1)	Upper Division Clerk.	As sanc- tioned in each De- partment from time to time depend- ent on workload.	Group 'C', Non- Gazetted, Ministe- rial.	L-4.	Selec- tion.	Not excee- ding 45 years (Relax- able for Government servants upto five years in accordance with the instructions or orders issued by the Govern- ment from time to time).	Essential: (1) Degree from a recognized University. (2) One year experience in administrative work. (3) Minimum six months certificate course in computers. (4) Knowledge of Konkani.	No.	Two years.	By promo- tion, failing which, by direct re- cruitment.	Promotion: (1) In the Offices and Depart- ments other than the Office of the Chief Electri- cal Engineer: Lower Division Clerk/Assis- tant Store Keeper/Assis- tant Godown Keeper/Store Clerk/Execu- tive Assistant/ Data Entry Operator, possessing five years re- gular service in their respec- tive grade. (2) In the Office of the Chief Electrical Engineer.	Group 'C', D.S.C./ D.P.C.	N.A.

Desirable:

(1) Knowledge of
Marathi.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
											(a) 75% from Lower Division Clerk/ Assistant Store Keeper/ /Assistant Godown Keeper/Store Clerk, possessing five years regular service in their respective grade. (b) 20% from Meter Readers possessing five years regular service in the grade. (c) 05% from Telephone Operators possessing five years regular service in the grade.		
(2)	Store Keeper/ Godown Keeper.	As sanctioned in each Department from time to time dependent on workload.	Group 'C', Non-Gazetted, Ministerial.	L-4.	Selection.	Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or orders	Essential: (1) Degree from a recognized University. (2) One year experience in handling stores. (3) Minimum six months certificate course in computers.	No.	Two years for direct recruits.	By promotion, failing which, by direct recruitment.	Promotion: Assistant Store Keeper/Assistant Godown Keeper/ /Store Clerk with five years regular service in the grade.	Group 'C', D.P.C./D.S.C.	N.A.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
						issued by the Govern-ment from time to time).	(4) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.						
(3)	Assistant Store Keeper/Assistant Godown Keeper/Store Clerk.	As sanctioned in each Department from time to time dependent on workload.	Group 'C', Ministerial, Non-Gazetted.	L-2.	Selection.	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).	<i>Essential:</i> (1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education. (2) One year experience in handling stores. (3) Minimum three months certificate course in computers. (4) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	N.A.	Two years.	By direct recruitment.	N.A.	Group 'C', D.S.C.	N.A.

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