



**Department of Legal Metrology  
Government of Goa**

**Legal Metrology Bhavan, Next to National Sample Survey Office,  
Near Air India Colony, Housing Board, P.O. Alto-Porvorim,  
Porvorim, Bardez, Goa - 403 521 India**

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“No. 1/26/Advt./2021-CLM/712

Dated: 28/05/2021

**NOTICE INVITING APPLICATIONS**

Applications are invited by the Legal Metrology Department, from the eligible candidates in the prescribed format only (Please refer instruction no.5 & 6). Such applications complete in all respects shall reach to the Controller Legal Metrology, Legal Metrology Bhavan, Next to National Sample Survey Office, Near Air India Colony, Housing Board, P. O. Alto - Porvorim, Porvorim, Bardez, Goa, **ON OR BEFORE 18.06.2021.**

Sr. No	Name of the Vacant post	No. of vacant post	Pay Level	Specification					
				UR	ST	SC	OBC	EWS	Ex-Servicemen
1	Inspector Legal Metrology,	08	Level 6	04	01	--	02	01	--
2	Jr. Stenographer	01	Level 4	01	--	--	--	--	--
3	Laboratory Assistant	03	Level 3	01	01	--	01	--	--
4	Lower Division Clerk	04	Level 2	01	01	--	01	01	--
5	Field Assistant	04	Level 1	02	--	--	02	--	--
6	Multi Tasking Staff	05	Level 1	03	--	--	01	--	01
<b>TOTAL</b>		<b>25</b>		<b>12</b>	<b>03</b>	<b>--</b>	<b>07</b>	<b>02</b>	<b>01</b>

**Educational Qualifications, experience and other eligibility requirements:**

**A. For the post at Sr. No.1 (INSPECTOR LEGAL METROLOGY)**

**Education Qualifications : Essential:-**

1. Graduate of a recognized University in Science (with Physics as one of the subjects), Technology or Engineering or holds a recognized Diploma in Engineering with 3 years professional experience.
2. Knowledge of Konkani.

**Desirable:-**

1. Knowledge of Marathi.

**B. For the post at Sr. No.2 : (JR. STENOGRAPHER)**

**Educational Qualifications : Essential:-**

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. Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting.
3. Minimum three months certificate course in Computers.
4. Knowledge of Konkani.

**Desirable:-**

Knowledge of Marathi.

**C. For the post at Sr. No.3 : (LABORATORY ASSISTANT)**

**Educational Qualifications: Essential:-**

1. S.S.C.E. or equivalent qualifications.

**Desirable:-**

1. Experience in working of Weights and Measures.
2. Knowledge of local languages.

**D. For the post at Sr. No. 4 : (LOWER DIVISION CLERK)**

**Educational Qualifications: Essential:-**

1. Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
2. Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English.
3. Knowledge of Konkani.

**Desirable:-**

Knowledge of Marathi.

**E. For the post at Sr. No. 5 : (FIELD ASSISTANT)**

**Educational Qualifications: Essential:-**

1. Secondary School Certificate Examination or equivalent qualification.
2. Knowledge of Konkani.

**Desirable:-**

Knowledge of Marathi.

**F. For the post at Sr. No. 6 : (MULTI TASKING STAFF)**

**Educational Qualifications: Essential:-**

1. Passed Secondary School Certificate Examination from a recognized Board/Institution.

OR

Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.

Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.

2. Knowledge of Konkani.

**Desirable:-**

- (i) Knowledge of Marathi.
- (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

**AGE LIMIT :**

Not exceeding 45 years

Age is relaxable to :-

- (i) SC/ST increased by 5 years,
- (ii) OBC increased by 3 years,
- (iii) PD increased by 10 years,
- (iv) Relaxable for Government Servants upto 05 years in accordance with the instructions or orders issued by the Government from time to time).
- (v) Ex-Servicemen in accordance with the instruction or orders issued by the Government from time to time.

**SELECTION CRITERIA :**

<b>1. Inspector Legal Metrology</b>							
Medium of Exam	Duration of Exam	Maximum Marks	Questions	Subject	Bifurcation of Marks for each Category	Remarks	
English	03 hrs.	100	Objective	Physics	25		
				Computer & General Knowledge	20		
				Logical Reasoning, Current Affairs	10		
			Subjective	English Grammar, Letter Writing, Essay Writing	15		
			Problem Solving	Maths and Aptitude	30		
					<b>100</b>		
<b>2. Jr. Stenographer</b>							
English	03 hrs.	100	Skill test - 01 hr	Shorthand & Typing	--		
<b>Only those candidates who qualify with minimum required speed as per RRs will have to undergo written test.</b>							
			Written test - 02 hrs	Computer & General Knowledge (objective)	60		
				Essay Writing, Letter Writing	25	(only formal letters)	
				Analytical & Logical Reasoning, Office Procedures	10		
				RTI Act (General Knowledge)	5		
					<b>100</b>		
<b>3. Laboratory Assistant</b>							
English	02 hrs.	100	Objective	General Knowledge	20		
				Mathematics	20		
				Logical Reasoning	20		
				English Grammar	20		
				Computer Knowledge	20		
					<b>100</b>		

4. Lower Division Clerk							
English	Total 03 hrs.		Skill test - 01 hr	Computer Practical & Typing	--		
<b>Only those candidates passing the computer practical and typing test will have to undergo written test.</b>							
	Written Test – 02 hrs.	100	Part – A	Arithmetic & Calculation	10	(problems on %, interest, average etc)	
				Computer Literacy	25		
				General Knowledge	15		
			Part – B	English Grammar	15		
				Precis Writing, Letter Writing	10	(only formal letters)	
				Essay Writing	15		
			Part – C	Reasoning & Current Affairs	10		
					<b>100</b>		
5. Field Assistant							
English	02 hrs.	100	Objective	General Knowledge	20		
				Mathematics	20		
				Logical Reasoning	20		
				English Grammar	25		
				Computer Knowledge	15		
					<b>100</b>		
6. Multi Tasking Staff							
English	02 hrs.	100	Objective	General Knowledge	20		
				Mathematics	20		
				Logical Reasoning	20		
				English Grammar	20		
				Computer Knowledge	20		
					<b>100</b>		

**Instructions: -**

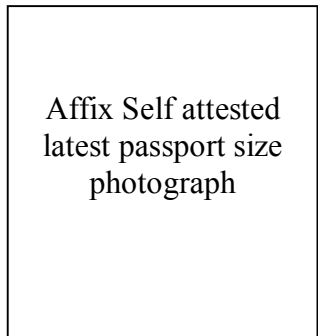
1. Only the eligible candidates fulfilling the criteria as per advertisement shall apply and the candidate need not furnish any documents at the time of applying for the post. However the candidature of the shortlisted candidates will not be considered if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination.
2. The candidates having 15 years of residence in Goa can apply for the post.
3. If necessary the department may ask the required certificates at any time during the process of filling up of the posts.
4. Interested and eligible candidates should fill the application in the prescribed format and **submit latest by 18.06.2021.**
5. A separate application should be submitted for each post alongwith one extra passport size photograph.

6. The prescribed application form, the criterion of syllabus for skill test / written test required for the different vacancies can be downloaded from the Government of Goa portal [www.goa.gov.in](http://www.goa.gov.in), National Career Centre Portal and Departmental website <https://clm.goa.gov.in>.
7. The applicant will be informed for skill test / written examination through e-mail, or by sending call letters or by both. Also the list of eligible candidates will be displayed on the website of this Department after scrutiny of applications.
8. Written test for each post will be of total 100 marks.
9. A screening will be conducted in form of skill test in case of Jr. Stenographer & Lower Division Clerk's for short listing the candidates for written test. Only those candidates clearing the skill test will be allowed to appear in the written test.
10. Date, time and venue of written test / skill test will be communicated to the candidates in advance along with Hall Ticket. Candidates without Hall Ticket will not be allowed to answer the written test / skill test, as the case may be.
11. Recruitment to all the above posts as mentioned will be done only through written test wherein the final merit list of the candidates will be prepared on the basis of the marks obtained in the written test only and not on any other criteria such as additional qualification or additional experience, etc.
12. Candidates already in Government service should send their applications "**Through Proper Channel**" by hand delivery only with a production of NOC issued by the competent authority from the concerned department.
13. The requirements of posts to be filled in from Ex-servicemen, will be as per the existing rules.
14. Late or incomplete applications will be summarily rejected and no intimation will be sent to the applicants in this regard. Interim enquiries will not be entertained.
15. In the event candidate submits false declaration / false or bogus certificates and the same is detected during verification (which may also be done post appointment in respect of selected candidates), then the candidate is liable to disqualify at any time during the recruitment process and the candidate shall be subjected to prosecution in accordance with the law in force.
16. The Candidates applying for reserved category posts, shall produce valid certificate issued by the competent authority from the concerned Department.
17. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
18. Canvassing in any form will disqualify the candidates from selection."
19. No T.A./D.A. will be paid either for appearing for written test / skill test or for verification of certificates.
20. The candidate shall refer to the detailed advertisement uploaded on [www.goa.gov.in](http://www.goa.gov.in) and Departmental website <https://clm.goa.gov.in>.

**APPLICATION FORM**

**(No Certificates / Documents to be submitted with the application)**

To,  
The Controller,  
Legal Metrology,  
Porvorim, Goa.



Sub: Application for the post of \_\_\_\_\_ in \_\_\_\_\_  
category.

**BIO – DATA**

1. Full name of the Applicant :
  2. Date of Birth (Age as on 31.05.2021) :
  3. Gender :
  4. Complete Postal Address with pin code :
  5. Contact Number :
  6. E-Mail ID :
  7. Category (SC/ST/OBC/UR/Ex-Servicemen) :
  8. Employment Registration Number :
  9. Valid Caste Certificate No. & Date :
  10. Valid EWS Certificate No. & Date :
  11. Details of Educational Qualifications :
- (Essential Qualification)**

Sr. No.	Qualification	Name of Board	Year of Passing	Grade / Class	Marks Obtained	% of Marks

10. Additional qualifications, if any: (Other than essential qualification)

Sr. No.	Qualification	Name of Board	Year of Passing	Grade / Class	Marks Obtained	% of Marks

11. Details of extra – curricular activities, (if any):

Sr. No.	Details of Extra Curricular activities / participation	Name of Event	Date of Event	Name of the Organization conducting event	Position secured

12. Details of Work experience: (Enter details in ascending order of your experience)

Sr. No.	Name of the Organization	Designation	From – To (dates)	Nature of Job

13. Languages known: [ Please tick (√) in appropriate column]

Name of the Language	Read	Write	Speak
English			
Konkani			
Marathi			
Hindi			

**DECLARATION**

“I \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_, hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment is liable to be **REJECTED OR CANCELLED EVEN AFTER SELECTION**”.

Yours faithfully,

Place :

Signature of the Applicant : \_\_\_\_\_

Date :

Name (in block letters): \_\_\_\_\_

Sd/-

( P. S. SHIRODKAR )  
CONTROLLER LEGAL METROLOGY