



Government of Goa  
**DIRECTORATE OF EDUCATION**  
Alto - Porvorim, Bardez - Goa

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No.DE/5/7/98/Adm.I/L.D.C./Part-III/1013

Dated:- 29/11/2021

**ADVERTISEMENT**

**FILLING UP THE POST OF LOWER DIVISION CLERK (L.D.C.) ON REGULAR BASIS**

Applications are invited from the eligible and interested candidates for filling up the posts of Lower Division Clerk (L.D.C.) on regular basis in the Directorate of Education, Porvorim - Goa as detailed below.

No. of Vacancies and category-wise reservation		Pay Matrix as Seventh C.P.C.	Educational Qualifications as per Recruitment Rules.
Un-Reserved	43	Pay Matrix Level-2	<b>Essential:-</b> 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  <b>Desirable:-</b> 1. Knowledge of Marathi.
S.T.	11		
O.B.C.	08		
E.W.S.	08		
Total	<b>70</b>		

Note:- Out of above 70 posts of L.D.C. indicated above 05 (Five) posts will be reserved under PwD category and 02 (Two) posts under Ex-Servicemen Category

**Age limit prescribed: -**

Not exceeding 45 years as on last date of the advertisement. (Relaxable for Government servants and reserved categories candidates i.e. ST/OBC/SC/Ex-Serviceman/PH in accordance with the instructions or orders issued by the Government from time to time)

Interested and eligible candidates shall apply in prescribed application via online mode. Link for the same will be available on Departments web Portal <http://www.education.goa.gov.in> under useful-links tab from 01/12/2021 to 15/12/2021. No application shall be accepted in any other mode.

Applicants must carefully read and adhere to the detailed Guidelines regarding Procedure to apply, Selection Procedure and Syllabus for examination uploaded at <http://www.education.goa.gov.in/orders-and-circulars>.

**THE DETAILED GUIDELINES REGARDING PROCEDURE FOR APPLYING, SELECTION PROCEDURE/CRITERIA ETC. FOR THE POST OF LOWER DIVISION CLERK (L.D.C.) IN DIRECTORATE OF EDUCATION.**

**1. PROCEDURE FOR APPLYING**

- a) The candidates may apply for the post of Lower Division Clerk (L.D.C.) via online mode. Link for application is made available on the Departmental web portal <http://www.education.goa.gov.in/> under **Useful Links** tab.
- b) Applications received in any other mode will not be entertained.
- c) The link for the application will be available/active from 01/12/2021 to 15/12/2021.
- d) Candidates shall provide valid and truthful information sought in the application
- e) An acknowledgement will be sent to applicant via email.
- f) Interested applicants already employed in Government/Government Aided/Autonomous Bodies shall apply online and subsequently produce the N.O.C. obtained from the Competent Authority.
- g) The crucial date for age and other eligibility shall be ascertained by the last date fixed for submission of online application i.e. 15/12/2021.

**2. RECRUITMENT RULES**

**Essential:-**

4. 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.
5. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.
6. Knowledge of Konkani

**Desirable:-**

Knowledge of Marathi.

**Age Limit:-** Not exceeding 45 Years

**Age relaxation is as under:-**

- (a) Government Servants by 05 years in accordance with instruction and order issued by Government.
- (b) S.T./S.C./Children of Freedom Fighters/Sports Person by 05 years
- (c) O.B.C. by 03 years
- (d) Persons with Disabilities by 10 years.
- (e) Ex-Servicemen to the extent of Service rendered.

**3. GUIDELINES ON WRITTEN EXAMINATION**

- a) A written examination will be conducted for all the candidates whose applications are received within due date and time alongwith candidates sponsored by the Employment Exchange, Panaji/Margao.
- b) Subsequently, a Typing Test (Skill Test) will be conducted after written examination and successful candidates will be called for typing test as per

their rank in merit list in proportion of twice the vacancies advertised. (as stipulated in the O.M. No. 1/14/2014-PER(Part)/2564 dated 12/10/2021.

c) The result of written examination and skill test will be uploaded on the web portal of the Directorate of Education.

**d) Syllabus for the written examination:-**

- |      |                                      |   |          |
|------|--------------------------------------|---|----------|
| i.   | Knowledge of Computer                | - | 20 marks |
| ii.  | General Knowledge                    | - | 20 marks |
| iii. | Reasoning ability                    | - | 20 marks |
| iv.  | History and Politics of State of Goa | - | 20 marks |
| v.   | Letter Writing/Office procedure      | - | 10 marks |
| vi.  | Mathematical and Analytical ability  | - | 10 marks |

e) The date time and venue of the written examination will be informed to the eligible candidates via email. The candidate shall carry the same as hall ticket to appear for examination.

#### **4. SCRUTINY OF DOCUMENTS**

a. Scrutiny of documents will be taken up of first 140 candidates in the order of merit after the declaration of skill test result. Such candidates will be called by the Directorate of Education along with their original certificates/documents as mentioned below and alongwith one set of self attested photocopies in the Directorate of Education, Porvorim for the purpose of scrutiny/verification.

1. Birth Certificate
2. Educational Qualification certificates alongwith mark sheets.
3. Diploma/Certificate in computer with duration of course
4. Valid certificate regarding 15 years Residence in the State of Goa issued by the competent authority (Mamlatdar) as per declaration on the application.
5. Valid caste certificate issued by the Dy. Collector & S.D.M., Govt. of Goa in the case of S.C./S.T./O.B.C. category candidates.
6. Disability Certificate issued by the Medical Board in the case of PwD category candidates.
7. Valid Employment Exchange registration card.
8. Certificate issued by the competent authorities having participated in Sports/Extra-curricular activities at State/National Level.

b) In the case of a candidate who desires to apply for the post by name other than the name on birth certificate such candidate should produce documentary evidence from the competent authority of changed name.

5. In the event of two or more candidate's secure equal marks out of 100 marks, as specified above, the selection merit shall be determined as per the age factor in the descending order.

6. No interim inquiry shall be entertained. Canvassing in any form shall disqualify the candidate from recruitment process at any stage.

7. All call letters will be issued only on email address given by the candidates in the application form and no hard copy would be sent to the candidates.

8. **Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. However, a candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though he/she has passed the examination.**
9. In the event candidate submits false declaration/false invalid certificates, and the same is detected during verification or thereafter (which may be also done post appointment in respect of selected candidate) such candidate shall liable to be disqualified and his/her appointment shall be terminated at any time and shall also be subject to prosecution in accordance to law/rules in force.
10. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.



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No. DE/46 /56/Adm.II/2021/225

Dated: 01 /12/2021

**ADVERTISEMENT**

**ONLINE** applications are invited from the interested and eligible candidates for filling up of 142 vacancies in the post of **Government Primary School Teachers** in the Pay Matrix Level-6 on temporary basis as detailed below in the Directorate of Education, Porvorim - Goa.

1) **No. of vacancies : 142**

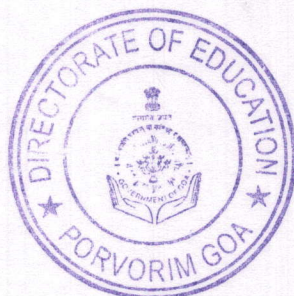
Sr.No.	Categories	No. of Vacancies
i.	OBC	29
ii.	ST	40
iii.	SC	02
iv.	U.R.	50
v.	E.W.S.	14
vi.	C.F.F.	07
	Total	<b>142</b>

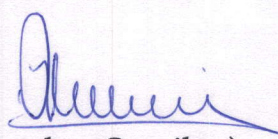
**N.B.**

From the above total 142 vacancies, 02 vacancies reserved for Ex-Servicemen, 24 for Persons with Disabilities (Backlog vacancies) and 07 for Meritorious Sportspersons.

Interested and eligible candidates shall apply in prescribed application via online mode. Link for the same will be available on Departments web Portal <http://www.education.goa.gov.in> under useful-links tab from 02/12/2021 to 17/12/2021. No application shall be accepted in any other mode.

Applicants must carefully read and adhere to the "Guidelines on Filling up of 142 Vacancies in the post of Government Primary School Teacher" uploaded at <http://www.education.goa.gov.in/orders-and-circulars>.



  
(Bhushan Savaikar)  
Director of Education

**Guidelines for filling up of 142 vacancies in the post of Government Primary School Teacher by Direct Recruitment in the Directorate of Education as advertised vide advertisement No: DE/46 /56/Adm.II/2021/225 dated 01/12/2021.**

**I. ELIGIBILITY**

**(a) Educational and other Qualifications**  
**Essential**

1(a) Higher Secondary School Certificate (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education/ Diploma in Education or its equivalent.

OR

Higher Secondary School Certificate (or its equivalent) with at least 45% marks and 2-year Diploma in Elementary Education/ Diploma in Education (or its equivalent) in accordance with the NCTE (Recognition Norms and Procedure), Regulations 2002

OR

Higher Secondary School Certificate (or its equivalent) with at least 50% marks and 4 year Bachelor of Elementary Education (B.El.Ed.)

OR

Higher Secondary School Certificate or its equivalent with at least 50% marks and 2-year Diploma in Education (Special Education)

AND

(b) Teacher Eligibility Test (TET) certificate recognized by the Government of Goa.

2 Knowledge of Konkani

**Desirable:** Knowledge of Marathi

**N.B:**

Candidates who do not possess the essential educational qualification at 1(b) above but fulfilling essential educational qualification at 1(a) and other qualification at 2 above may also apply for the post.

However, such candidates shall be considered for selection and appointment to the post of Government Primary School Teacher only in the event that candidates possessing the essential educational qualification at 1(b) above are not available. If such candidates are appointed to the post of Government Primary School Teacher, they should acquire the "Teacher Eligibility Test (TET)" qualification within their probation period of 02 years at their own cost.

**(b) Age Limit**

Not exceeding 45 years

Age is relaxable to:-

- (i) Government servants by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PD by 10 years (15 years for SCs/STs and 13 years for OBCs)

- (v) Ex-servicemen  
 (vi) Meritorious Sportspersons
- } in accordance with the Instruction or orders issued by the Government from time to time.

- (vii) The age of the CFF candidates shall be decided as per clause 6(a) of the Scheme for providing Employment in Government to the Children of Freedom Fighters vide Notification No.11/13/91.HD (G) dated 20/8/2013 and as amended from time to time

**II) Details of Category of disability indentified suitable for job, functional classification, physical requirement for performing duties attached to the posts and Degree of disability for filling up of 24 Backlog vacancies for Person with Disabilities.**

(A)

Sr. No.	Category of Disability indentified suitable for job.	No. of vacancies	Functional classification
1.	Orthopedically Handicaped (OH)	12 Nos	i)OA ... One Arm ii)OL ... One leg iii)OAL ... One Arm and One leg iv)BL ... Both leg
2.	Visually Handicaped (VH)	12 Nos.	i) B ... Blind ii)LV ... Low vision

(B) Degree of Disability.

Not less than 40% of the relevant disability.

(C) Physical requirement for performing duties attached to the post.

- i) S - Can perform work by Sitting.
- ii) ST - Can perform work by standing.
- iii) W - Can perform work by walking.
- iv) L - Can perform work by lifting
- v) SE - Can perform work by seeing.
- vi) RW - Can perform work by reading & writing.
- vii) H - Can perform work by hearing/speaking.
- viii) C - Can perform work by crouching.

### **(III) PROCEDURE FOR APPLYING**

- (1) The interested candidates shall submit their applications online by clicking on the link **“Application Form for the post of Government Primary School Teacher** provided on the website of the Directorate of Education i.e. <http://www.education.goa.gov.in> under the caption **“Useful Links”** On the successful submission of online application, applicant will receive a soft copy of the acknowledgement on the email-id provided by him/her while submitting online application. The candidate should produce his/her acknowledgement slip on the day of written examination or otherwise, as a proof of his/her identity.
- (2) The candidate should apply for the post in his/her latest valid name and surname with correct postal address.
- (3) Candidates applying for the posts under quota reserved for Ex-Servicemen/Persons with Disabilities/CFF/Meritorious Sportspersons /Economically weaker section should indicate on their application form whether they belong to SC/ST/OBC or General category.
- (4) In the case of Ex-Servicemen category, requirement of 15 years continuous residence in the State of Goa is relaxed to 05 years only for employment purpose. However, preference in employment shall be given to Ex-Servicemen of Goan Origin and those who are having 15 years continuous residence period in the state.
- (5) The candidates working in the Government, local self Government, semi-Government, autonomous bodies or establishments, co-operative sector, Government corporations, Government companies or any other Department/body, establishment or Institutions being an instrumentality of the Government may submit his/her application directly to the Directorate of Education, Porvorim. However, such candidates should inform his/her employer about his/her submitting the application to the Directorate of Education. The employer should also be notified to communicate their **“No Objection”** for consideration of the application by the Directorate of Education within fifteen(15) days from the closing date and that non-receipt of such communication will be treated as deemed to be an approval from the employer. Employer should be also informed that any objection by the employer received after fifteen(15) days from the closing date will not be considered by the Directorate of Education. The candidates should produce a Photo copy of such notice duly acknowledged by his/her employer to the Directorate of Education at the time of his/her submission of certificates/ documents at the time of scrutiny of the documents.



(6) The crucial date for determining the eligibility as to the educational qualification, age, domicile, caste belongs etc. shall be the closing date fixed for submission of online application by the applicant on the website of the Directorate of Education.

**(IV) Selection Criteria**

**Written Examination:-**

- (a) A written examination will be conducted for all the eligible candidates. Written examination shall be of one paper of 100 marks comprising of two parts. Part-I, shall be in English language on General Knowledge, current affair etc. and Part-II, shall be in Marathi language on Teaching Skills and Methodology, as per syllabus of D.Ed. course. The duration of written examination shall be of three hours.
- (b) General standard for passing in the written examination is 45 marks out of 100 marks. If sufficient number of candidates in the reserved categories are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to these categories shall be selected by relaxing standard with 35 marks out of 100 marks to fill up the remaining vacancies reserved for them.
- (c) In the event of selection of Ex-Servicemen/ Persons with Disabilities/ Meritorious Sportspersons candidates under the quota reserved for them, they shall be placed in the appropriate category viz. SC/ST/OBC/Un-reserved categories depending upon the category to which they belong. For example, an Ex-Servicemen who is an SC/ST/OBC will be counted against the SC/ST/OBC vacancy points and an Ex-Servicemen who belongs to General Category will be slotted in the un-reserved vacancy points in their respective reservation roster.
- (d) The selection of candidates for appointment shall be based on the selection criteria as stated at (a) above.
- (e) In the event two candidates in each category secure equal marks out of 100 marks in written examination, then for the purpose of determining the merit, the higher age factor shall be considered.
- (f) The list of selected candidates category wise will be displayed on the Notice Board as well as on the Website of the Directorate of Education

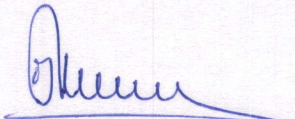
## **(V) GENERAL INSTRUCTIONS**

- (1) No certificates or documents are to be annexed with the Application Form by the candidates.
- (2) The Scrutiny/Verification of certificates/documents as regards to eligibility for the post shall be done of only selected candidates. In case, at scrutiny level, if it is found that the selected candidate is not possessing any of the mandatory certificate/documents or found ineligible/overage on the last date of submission of application as per advertisement, selection of such candidates shall be treated as cancelled.
- (3) The selected candidates should produce the following original certificates/documents alongwith one set of self attested copies of the same to the Directorate of Education, Porvorim-Goa for verification of the same.
  - i) Higher Secondary School Passing Certificate and mark list.
  - ii) Diploma in Elementary Education/Diploma in Education/Bachelor of Elementary Education(B.El.Ed)
  - iii) Teachers Eligibility Test Certificate (If available)
  - iv) Birth Certificate
  - v) Employment Exchange Registration card with live renewal date.
  - vi) Valid 15 years residential certificate issued by the competent authority except in the case of Ex-servicemen.
  - vii) Candidates who are not of Goan origin but are married to a person of Goan origin residing in Goa for at least 15 years and are settled in Goa for a period of one year and above after the marriage, should produce their marriage certificate and valid 15 years residential certificate issued by the competent authority in respect of their spouse alongwith their documentary evidence issued by the competent authority that they are settled in Goa for a period of one year and above after the marriage.
  - viii) Ex-Servicemen candidates should produce valid certificate regarding his/her 5 years continuous residence in the State of Goa issued by the competent authority.
  - ix) If the candidate has affected the change of name/surname after acquiring educational qualification or at any stage should produce valid documentary evidence to that effect issued by the competent authority.

- x) Valid OBC certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy. Collector of Goa of the respective areas in the case of OBC candidate in support of his/her OBC claim.
  - xi) SC/ST certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy. Collector of Goa of the respective areas in the case of SC/ST candidate in support of his/her SC/ST claim.
  - xii) Social status certificate issued by the competent Authority in the case of candidates belonging to SC/ST and OBC categories (If available).
  - xiii) Physically Disabled certificate of not less than 40% disabilities issued by the competent Authority in the prescribed form in support of Physically Disabled claim.
  - xiv) Certificate from Rajya Sainik Board or any other competent Authority in the prescribed form in support of Ex-Servicemen claim.
  - xv) Certificate in the prescribed form issued by the Directorate of Sports and Youth Affairs in supports of Meritorious Sportsperson claim.
  - xvi) Income & Assets Certificate to be produced by Economically Weaker Sections in the prescribed form from competent Authority. The crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post.
  - xvii) The applications submitted through Postal delivery and hand delivery will be summarily rejected and no correspondence/representation will be entertained against the acknowledgment.
- (5) Soliciting or canvassing in any form or influencing the Directorate of Education in any manner by a candidate shall disqualify the candidature and the decision of the Directorate of Education in this respect shall be final.
- (6) Candidate should not furnish false particulars or information and should not suppress any material information.
- (7) In the event candidates submits false declaration/false or bogus certificates, and the same is detected during verification (which may be also done post appointment in respect of selected candidates) then the candidates are liable to be disqualified at any time during the recruitment process and the candidate shall also be subject to prosecution in accordance with law in force.

- (7) The Directorate of Education will not be responsible for late or non-receipt of call letters for written examination due to delay in postal channel or any other reasons.
- (9) No travelling allowance or any other allowance will be paid to the candidates for attending written examination etc.
- (10) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.



  
(Bhushan K. Savaikar)  
Director of Education