



GOVERNMENT OF GOA

DIRECTORATE OF PLANNING, STATISTICS & EVALUATION

Pandit Deendayal Upadhyay Bhavan, Near Pundalik Devasthan,
Pundalik Nagar, Alto-Porvorim, Goa - 403521

Website: www.goadpse.gov.in

email: dir-dpse.goa@nic.in

Phone: (0832) 2417439/35

Fax: (0832) 2417443/37

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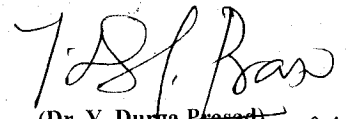
Dated: 14/10/2021

Applications are invited online on <https://cbes.goa.gov.in> by this Directorate for filling up the vacancies of Goa Common Statistical Cadre mentioned below at Sr. No. 1 & Ministerial Posts at Sr. No. 2 & 3 of this Directorate as detailed below:

Sr. No	Name of the post	Pay Matrix	Total No. of posts	Category of Reservation	No. of posts reserved	Essential Qualification
1.	Investigator	Level 4 (25500-81100)	54	Unreserved	11	Essential: (i) Bachelor degree with subject of specialization in Statistics/Mathematics/Economics/Commerce from a recognized University. (ii) Knowledge of Konkani Desirable: Knowledge of Marathi
				ST	11	
				SC	02	
				OBC	14	
				EWS	10	
				PwD	02	
Ex-Ser.	04					
2	Junior Stenographer	Level 4 (25500-81100)	03	Unreserved	02	Essential: (i) 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. (ii) Speed of 100 words per minute in Short Hand and 35 words per minute in typing (iii) Minimum three months certificate course in Computer (iv) Knowledge of Konkani Desirable: Knowledge of Marathi
				OBC	01	
3.	Lower Division Clerk	Level 2 (19900-63200)	06	Unreserved	01	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 equivalent qualification from a recognized Institution. (ii) Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. (iii) Knowledge of Konkani Desirable: Knowledge of Marathi
				ST	01	
				OBC	01	
				EWS	01	
				PwD	01	
				Ex-Ser.	01	

- A. 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) **Ref Notification No. 1/49/76-PER [Pt.II] dated 23/06/2016.**

- B. Interested and eligible candidates should fill the prescribed Application Form along with Declaration through online mode and submit which is only available at Portal <http://cbes.goa.gov.in> from **18/10/2021** to **30/10/2021**. **No application shall be accepted/considered after the last date of application.** No application shall be accepted in any other mode.
- C. **Only the eligible candidate fulfilling the criteria as per Recruitment Rules/ advertisement shall apply online and the candidates need not furnish any document at the time of applying for the post. However, candidate shall not be considered, if he/ she is found ineligible at the time of verification of the essential documents, even though has passed the examination.**
- D. **The instructions/ guidelines regarding eligibility, payments of fees etc. are available on the Departmental website www.goadpse.gov.in, www.goa.gov.in and <http://cbes.goa.gov.in> shall strictly be adhered by each and every candidate, which will be made available from 18/10/2021 onwards.**
- E. In respect to PwD category candidate, guidelines issued and as amended from time to time by Directorate of Social Welfare will be followed.
(Note: In case required number of candidates are not found eligible in the categories of EWS, than the resultant vacancies will be filled up from candidates belonging to Unreserved Category by following due procedure).
- F. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- G. No T.A/D.A will be paid either for appearing for written test/skill test and also at the time of submission of certificates for verification.


(Dr. Y. Durga Prasad)
Director 14/10/2021

To,
The Director of Printing & Stationary, Government Printing Press, Panaji-Goa...for favour of publication in the official Gazette.

INSTRUCTIONS TO THE CANDIDATES

1. The candidates shall strictly follow the instructions (Post-wise and General) as detailed below for applying to the following posts advertised by this Department:-

Sr. No	Name of the post	Pay Matrix	Total No. of posts	Category of Reservation	No. of posts reserved	Essential Qualification
1	2	3	4	5	6	7
1.	Investigator	Level 4 (25500-81100)	54	Unreserved	11	Essential: (i) Bachelor degree with subject of specialization in Statistics/Mathematics/Economics/Commerce from a recognized University. (ii) Knowledge of Konkani Desirable: Knowledge of Marathi
				ST	11	
				SC	02	
				OBC	14	
				EWS	10	
				PwD	02	
Ex-Ser.	04					
2	Junior Stenographer	Level 4 (25500-81100)	03	Unreserved	02	Essential: (i) 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. (ii) Speed of 100 words per minute in Short Hand and 35 words per minute in typing (iii) Minimum three months certificate course in Computer (iv) Knowledge of Konkani Desirable: Knowledge of Marathi
				OBC	01	
3.	Lower Division Clerk	Level 2 (19900-63200)	06	Unreserved	01	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 equivalent qualification from a recognized Institution. (ii) Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. (iii) Knowledge of Konkani Desirable: Knowledge of Marathi
				ST	01	
				OBC	01	
				EWS	01	
				PwD	01	
				Ex-Ser.	01	

APPLICATION FORM:-

- (a) The candidates shall fill and submit the prescribed Application Form through online mode only available at <https://cbes.goa.gov.in>. The candidate shall apply for the post within the time limit prescribed.
- (b) For filling up of application form through online mode via above website, the candidate shall register through a valid email-id and mobile number of the candidates.
- (c) The candidates shall fill the online application form as per the instructions mentioned therein. No field shall be left blank or wrongly filled as the selection process will be based on the information furnished.
- (d) The application form will not be accepted in any other mode and after the last date notified to submit the applications.

- 2-
- (e) Only eligible candidates 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. The candidates must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned herein below at **pt. 3** in original on the date of filling up of the application form. The crucial date for determining the age, qualification and experience will be **30/10/2021** for the above posts.
- (f) The candidates shall be responsible for the genuineness of the information filled in the application form.
- (g) In the event, the candidate submits false information/false declaration/false or bogus certificate/documents, and the same is detected before, during or after the verification, (which may be also done post appointment in respect of selected candidates) the candidate is able to be disqualified at any time during the recruitment process and shall be subject to prosecution in accordance to law in force. Also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

3. DOCUMENTS/CERTIFICATE REQUIRED:-

1. Certificate of Educational Qualification with mark sheet of the qualifying examination as applicable for the post as per column No. 7 of post wise instructions given above.
2. Valid employment Exchange Card.
3. Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.
4. Birth Certificate.
5. Aadhar card/EPIC card.
6. Valid caste certificate issued by the competent authority in respect of the reserved category.
7. Recognized stenography certificate having minimum speed of 100 words per minute in Shorthand and 35 words per minute in typewriting.
8. Certificate indicating other qualification possessed by the applicant, including those pertaining to Computer Education as per column No.7 of post wise instructions given above.
9. Valid Economically Weaker Section Certificate issued by the competent authority of the State of Goa.
10. Work experience certificate detailing the type of tasks/job handled (if any)

4. APPLICATION FEE:-

The candidates shall pay the application fee as detailed below through online mode only as per the mode of payment available therein.

Category	Amount in Rupees
General	195/-
SC/ST/PWD/OBC/EWS	100/-

1. The process of submission of application form will be complete only on successful payment of the application fee and generation of e-receipt.
2. Neither the candidate will be able to make any changes to the application form thereafter nor any requests for change/editing to the application form will be entertained by this Directorate.
3. The application fee paid by the candidates is not refundable.
4. Incomplete application form without prescribed application fee shall be summarily rejected and no correspondence will be entertained against such rejection.
5. The candidates shall not send printout of the application form or any documents to this Directorate on successful online submission of the application form.
6. The candidates are advised in their own interest to apply online much before the last date of application to avoid possibility of congestion in the network. This Directorate shall not be responsible for inability of the candidate to submit their application within the last date on account of aforesaid reason or any other reason beyond the control of this Directorate.

5. DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION FORM:-

(a) Candidate Photograph

In JPEG/JPG format of size less than 1MB

(b) Signature

6. AGE LIMIT:-

Not exceeding 45 years as on date of filling up of the application form. However, category wise age relaxation is as under:

Sr. No.	Categories	Years of age relaxable
1.	Government Servants	5 years
2.	ST/SC	5 years
3.	OBC	3 years
4.	Person with Disabilities	10 years

7. APPLICATION OF IN-SERVICE CANDIDATES:

The candidates who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

8. CONDITIONS FOR EXAMINATION:

- (a) The candidate applying for the post of **Investigator** and **Lower Division Clerk** will have to undergo written test (examination) and for the post of **Jr. Stenographer**, the candidates will have to undergo skill test and only qualified candidates shall be called for written test (examination).
- (b) The date time and venue of the written/skill examination will be informed to the eligible candidates through **online**.
- (c) The total marks of the examination shall be 100 i.e. subjective or objective or combination of both.

(d) The selection of the candidates shall be determined in accordance with the marks obtained by each candidate. The candidate has to secure 50% marks to qualify to be short listed.

(e) The shortlist shall be displayed on the Department's website i.e.

www.goapse.gov.in and www.goa.gov.in

(f) The shortlisted candidates will be required to submit the attested copies of the documents along with the original documents for verification on the prescribed date and time.

(g) The syllabus for the examination is as follows:-

1. Investigator : (100 marks)

There will be 02 sections each containing 25 questions. Each question carries 02 marks.

Section A: Reasoning, logical thinking, general history of Goa and general knowledge.

Section B: General mathematics, basic statistics i.e. representation of data, measures of central tendency, measures of dispersion, correlation and regression, probability and distribution theory (Binomial, Poisson and Normal distribution).

Eligibility criteria: The candidate has to secure 50% overall and minimum of 40% in each section.

2. Junior Stenographer: (100 marks)

Exam will be conducted in 2 parts:

Part (A): All candidates will have to undergo a Skill Test in Shorthand and typing. Candidates Qualifying with minimum required speed as per RRs (Shorthand: 100 WPM and Typing: 35 WPM) will have to undergo a final selection test of 50 marks as per the given syllabus.

Part (B): Syllabus of written test to be answered by the shortlisted candidates based on the stenography skill test.

1) General knowledge and Current Affairs	10 marks
2) General Mathematics	10 marks
3) Logical Reasoning	10 marks
4) General English	10 marks
5) Computer Fundamentals	10 marks


3. Lower Division Clerk : (100 marks)

1) General Knowledge and Current Affairs	20 marks
2) General Mathematics	20 marks
3) Logical Reasoning	20 marks
4) General English	20 marks
5) Computer Fundamentals	20 marks

9. **SOLICITING AND CANVASSING:-**

Soliciting or canvassing in any form or influencing this Department in any manner by a candidate shall disqualify his/her candidature.

The decision of the Department in respect of recruitment will be final and reserves the right to make any changes therein or to cancel the recruitment process without assigning any reason thereof.


(Dr Y. Durga Prasad)
Director 14/10/21