



Government of Goa
Home Guards and Civil Defence Organisation
Goa Reserve Police Camp, Altihno, Panaji – Goa. 403 001.
Phone No. + 91 (0832) 2426220 & (0832) 2221703
Email:commandanthgcd@goapolice.gov.in

No.HG&CD/ADM-I/F- 453/2021/ 165)

Dated: 08.10.2021

Advertisement No. 01 Year 2021

The Applications in prescribed form are invited from eligible candidates by the Commandant General Home Guards & Director Civil Defence, Government of Goa, Goa Reserve Police Camp, Altihno, Panaji-Goa for filling up of the below mentioned vacant post by direct recruitment in Home Guards & Civil Defence Organisation, Panaji:-

I.	1.	Designation of post	:	Junior Stenographer		
	2.	Number of vacancies & reservation	:	01 (One)	Un-reserved	- 01
	3.	Pay Matrix Level	:	Pay Matrix level-4 ₹25500-81100		
	4.	Qualifications	:			
<u>Essential</u>						
	1.	Age: Not exceeding 45 years as on the closing date for receipt of Application Forms i.e. 03.11.2021 . (Born between 04.11.1976 and 03.11.2003 both dates inclusive) (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)				
	2.	Higher Secondary School Certificate or All India Council for Technical Educations approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.				
	3.	Should be Computer Literate.				
	4.	Speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting.				
	5.	Knowledge of Konkani.				
<u>Desirable</u>						
	6.	Knowledge of Marathi				
II.	1.	Designation of post	:	Lower Division Clerk		
	2.	Number of Vacancies & reservation	:	03 (Three)	Un-reserved Other Backward Class	- 02 - 01
	3.	Pay Matrix Level	:	Pay Matrix level-2 ₹19900-63200		
	4.	Qualifications	:			
<u>Essential</u>						
	1.	Age: Not exceeding 45 years as on the closing date for receipt of Application Forms i.e. 03.11.2021 . (Born between 04.11.1976 and 03.11.2003 both dates inclusive) (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)				

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

Desirable

1.	Knowledge of Marathi
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III.	1.	Designation of post	:	Sweeper		
	2.	Number of post & reservation	:	01 (One)	Un-reserved	-01
	3.	Pay Matrix Level	:	Pay Matrix Level -1 ₹ 18000-56900		
	4.	Qualifications	:			

Essential

1.	Age: Not exceeding 45 years as on the closing date for receipt of Application Forms i.e. 03.11.2021. (Born between 04.11.1976 and 03.11.2003 both dates inclusive) (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)
2.	Passed the Secondary School Certificate Examination from a recognized Board/Institution OR Successfully completed the course conducted by a recognized Industrial Training Institute or equivalent, in the relevant trade.
3.	Knowledge of Konkani.

Desirable

1.	Knowledge of Marathi
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NOTE

I. Age is relaxable to:-

1.	OBC by 3 years as on 03.11.2021.
2.	OBC Sportsperson by 8 years as on 03.11.2021.

II. Eligibility for Sportsperson

1.	Person who has represented a State or the Country in the National or International competition in any of the Games/Sports listed below.
2.	Person who has represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these Games.
3.	Person who has represented the State School Teams in the National Sports/Games for School conducted by the All India School Games Federation in any of these Games/Sports.
4.	Person who has been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

List of Games/Sports

Archery, Athletics(including Track and Field events) Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Powerlifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling, Yatching, Ice-skiing, Ice-Hockey, Ice-Skating and SQAY Martial Art.

2. The candidates should minutely go through all the provisions in advertisement to ensure that he/she is eligible for the post in terms of requirement of Age, Educational and other qualifications as mentioned in the Recruitment Rules/Advertisement for the post as on **03.11.2021**. The candidates should also possess 15 years Residence Certificate (Valid) in the State of Goa issued by the Mamlatdar of Taluka, Government of Goa. Only the eligible candidates fulfilling the criteria as per the Recruitment Rules/Advertisement shall apply in the prescribed Form and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even through has passed the examination.

3. The Application Fee for General Category is ₹200/- and for OBC is ₹100/-. The Application Fee shall be paid at the time of submission of the Application Form.

4. The prescribed Application Forms are available at the Office of the Home Guards & Civil Defence Organisation, GRP Camp, Altihno, Panaji-Goa, Porvorim Police Station, Mapusa Police Station, Pernem Police Station, Bicholim Police Station, Valpoi Police Station, Collem Police Station, Ponda Police Station, Sanguem Police Station, Curchorem Police Station, Quepem Police Station, Canacona Police Station, Margao Town Police Station and Vasco Police Station which can be collected between 10:00 hours to 17:00 hours on all days except Sunday. Also, the Application Form can be downloaded from the Goa Police Website and Government of Goa Portal. The Application Form shall be downloaded on a **FS/Legal Paper (single paper i.e. front and back)**.

5. The candidates possessing the required Educational and other qualifications as mentioned in the Recruitment Rules/Advertisement as on **03.11.2021** and possessing 15 years Residence Certificate (valid) in the State of Goa issued by the Mamlatdar of Taluka, Government of Goa, may submit the Application Form, completed in all respects along with the Application Fee as mentioned above, at the counter opened to accept the application forms at the Office of the Home Guards & Civil Defence Organisation, GRP Camp, Altihno, Panaji-Goa, Mapusa Police Station, Bicholim Police Station, Ponda Police Station, Curchorem Police Station, Margao Town Police Station and Vasco Police Station between 10:00 hours to 17:00 hours on all days except Sunday on or before **03.11.2021**. The incomplete Application Forms, Application Forms received after **03.11.2021**, Applications not in prescribed Form and Application Forms without Application Fee will be summarily rejected and no intimation will be sent to the applicants in this regard.

6. The candidates working in Government Departments/Office shall apply through proper channel in prescribed Application Form only. These Application Forms along with the Application Fee should be submitted at the counter opened to accept the Application Forms at the Office of the Home Guards & Civil Defence Organisation GRP Camp, Altihno, Panaji-Goa on or before **03.11.2021**. The Application Forms received after **03.11.2021** and without Application Fee will be summarily rejected and no intimation will be sent to the applicants in this regard.

7. The last date for submission of Application Forms for the above posts is **03.11.2021**.

8. The candidates for the post of Junior Stenographer will be subjected to the Practical Test to ascertain the speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting, which will carry no marks but will be a qualifying Test. The candidates who qualify in the Practical Test will be further subjected to the

Written Examination of Higher Secondary School Certificate Examination level of 100 marks and 02 hours duration, on the below mentioned subject:-

1. General Knowledge	25 marks
2. General English	25 marks
3. Mathematics	25 marks
4. Logical Reasoning	25 marks
Total	<u>100 marks</u>

9. The candidates for the post of Lower Division Clerk will be subjected to the Computer Test which will carry no marks but will be qualifying Test and the candidates who qualify in the Computer Test will be further subjected to the Written Examination. The Written Examination shall be of Higher Secondary School Certificate Examination level. The Written Examination shall be of 100 marks and 02 hours duration on the below mentioned subjects:-

1. General Knowledge	25 marks
2. General English	25 marks
3. Mathematics	25 marks
4. Logical Reasoning	25 marks
Total	<u>100 marks</u>

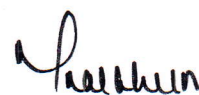
10. The candidates for the post of Sweeper will be subjected to the Practical Test of the Trade which will carry no marks but will be a qualifying Test. The candidates who qualify in the Practical Test of the Trade will be further subjected to the Written Examination of S.S.C.E. level of 100 marks and 02 hours duration, on the below mentioned subjects:-

1. General Knowledge	25 marks
2. General English	25 marks
3. Mathematics	25 marks
4. Logical Reasoning	25 marks
Total	<u>100 marks</u>

11. The minimum passing marks in the Written Examination out of 100 marks shall be 35% i.e. **35 marks**. No representation for re-evaluation of Written Examination paper or re-conduct of Written Examination will be entertained.

12. The final selection of the candidates will be determined in accordance with the marks obtained by each candidate in the written examination as per merit, in the respective category. If two or more candidates secure equal marks in the Written Examination, then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualification will be placed higher in the merit list.

13. The decision of the Home Guards & Civil Defence Organisation with regard to the matters connected with the recruitment will be final in all respects. The Home Guards & Civil Defence Organisation has full right to make changes in or to cancel the recruitment process without assigning any reasons thereof.



(S. M. Prabhudessai)

Dy. Commandant General Home Guards
& Dy. Director Civil Defence
Altinho, Panaji-Goa.

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GOA@60

₹	/-	
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Documents verification
(Qualified/Disqualified)

Sign. & Name of Documents
Verification Official



Application for the post of Junior Stenographer in Home Guards & Civil Defence Organisation

To
The Dy. Commandant General Home Guards
& Dy. Director, Civil Defence,
GRP Camp,
Altinho, Panaji-Goa.

**Paste
Recent
Passport size
colour
Photograph**

Do not staple

Sir,

With reference to the Advertisement No. 01 Year dated __.10.2021,
I hereby apply for the post of Junior Stenographer in Home Guards & Civil
Defence Organisation, Altinho, Panaji-Goa.

2. My bio-data is as under:-

1. Name :- _____
(in CAPITAL LETTERS) **NAME MIDDLE NAME SURNAME**

2. Father's/Husband's Name :- _____

3. Postal Address :- _____

Taluka _____ Dist. _____ Pincode _____

Contact No. _____

4. Sex :- Male/Female _____

5. Date of Birth :- ____/____/____.

6. Educational Qualifications :- _____

7. Whether Computer literate :- YES / NO _____

8. Whether possessing speed of :- YES / NO _____

100 words per minute in
Short Hand and 35 words per
minute in Typewriting Short Hand _____ w.p.m.
Typewriting _____ w.p.m.

9. 15 years Residence Certificate :- YES / NO

10. Labour & Employment Card No. :- _____

11. Category :- _____
(General)

I, s/d/w of..... hereby state
that the contents of the application are true to my own knowledge and possess the
requisite qualification and other mandatory documents for the post.

Place : _____

Date : __/__/2021

(Signature of the candidate)

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₹	/-	
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Documents verification
(Qualified/Disqualified)



Sign. & Name of Documents
Verification Official

Application for the post of Lower Division Clerk in Home Guards & Civil Defence Organisation

To
The Dy. Commandant General Home Guards
& Dy. Director, Civil Defence,
GRP Camp,
Altinho Panaji-Goa.

**Paste
Recent
Passport size
colour
Photograph**

Do not staple

Sir,

With reference to the Advertisement No. 01 Year dated __.10.2021, I hereby apply for the post of Lower Division Clerk in Home Guards & Civil Defence Organisation, Altinho, Panaji-Goa.

2. My bio-data is as under:-

1. Name :- _____
(in CAPITAL LETTERS) **NAME MIDDLE NAME SURNAME**
2. Father's/Husband's Name :- _____
3. Postal Address :- _____

Taluka _____ Dist. _____ Pincode _____
Contact No. _____
4. Sex :- Male/Female _____
5. Date of Birth :- ____/____/____.
6. Educational Qualifications :- _____
7. Knowledge of Computer Applications/Operations with typing speed of 30 per minute in English :- Yes/No _____
8. 15 years Residence Certificate :- Yes/No _____
9. Labour & Employment Card No. :- _____
10. Category :- _____
(General/OBC)

I, s/d/w of..... hereby state that the contents of the application are true to my own knowledge and possess the requisite qualification and other mandatory documents for the post.

Place : _____

Date : ____/____/2021.

(Signature of the candidate)

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₹	/-	
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Documents verification
(Qualified/Disqualified)



Sign. & Name of Documents
Verification Official

Application for the post of Sweeper in Home Guards & Civil Defence
Organisation

To
The Dy. Commandant General Home Guards
& Dy. Director, Civil Defence,
GRP Camp,
Altinho, Panaji-Goa.

Paste
Recent
Passport size
colour
Photograph

Do not staple

Sir,

With reference to the Advertisement No. 01 Year dated __.10.2021,
I hereby apply for the post of Sweeper in Home Guards & Civil Defence
Organisation, Altinho, Panaji-Goa.

2. My bio-data is as under:-

1. Name :- _____
(in CAPITAL LETTERS) NAME MIDDLE NAME SURNAME
2. Father's/Husband's Name :- _____
3. Postal Address :- _____

Taluka _____ Dist. _____ Pincode _____
Contact No. _____
4. Sex :- Male/Female _____
5. Date of Birth :- ____/____/____.
6. Educational Qualifications :- _____
7. 15 years Residence Certificate :- Yes/No _____
8. Labour & Employment Card No. :- _____
9. Category :- _____
(General)

I, s/d/w of..... hereby state
that the contents of the application are true to my own knowledge and possess the
requisite qualification and other mandatory documents for the post.

Place : _____

Date : __/__/2021

(Signature of the candidate)