CIRCULAR

It has come to the notice of the undersigned that at times the Departmental Representatives who attend DPC and DSC meetings for recruitment/promotion/grant of Senior or Selection Scale do not verify the requisite documents and at times fail to ensure that the laid down procedure is followed by the managements concerned.

Henceforth the deputed representatives are authorized to cancel the DPC/DSC meetings in case the required procedure enclosed is not followed by the managements.

The intimation about the details of cancellation should be given to the Dy. Director of the Zone concerned with a copy endorsed to this Directorate.

The Zonal head should also ensure that due care is taken when the representative are deputed and must ensure that the meeting is called for strictly as per NOC granted and that the entire laid down procedure is followed.

This issues with the approval of the Government.

( Gajanan P. Bhat )
Director of Education

Encl:- As above.

To,
1. The Chairman/Manager of all Aided Educational Institution.
2. The Dy. Director of Education,
   North/South/Central Educational Zone.
   Mapusa/Margao/Panaji – Goa.

Copy to:
1) The ADEIs of all Talukas.
2) The Dy. Director of Education, Planning Section.
5) The Nodal Officer, IT for uploading on website of this Directorate.
CHECK LIST
Departmental Selection Committee (D.S.C.)

(For Regular vacancy only)
1. Letter from Zone/DE
2. NOC
3. Composition of DSC. (as per rule 74)
4. RRs.
5. Roster duly approved by Directorate of Social Welfare
6. Type of post.
7. Appropriate Advertisement.
8. List provided by Employment Exchange.
9. Sufficient time to apply.
10. Sufficient notice by Reg. AD to attend.
11. Valid employment exchange cards.
12. Original Qualification Certificates.
13. Appropriate format for recording marks.

Note: DSC minutes must be signed on the same day.

CHECK LIST
Departmental Promotion Committee (D.P.C.)

1. Letter from Zone.
2. Composition of DPC(as per rule 74)
3. Seniority list signed by all concerned.(as per rule 87 & 87A)
4. Service book of all concerned up to date and countersigned.
5. APARs of last 5 years. (as per rule 90)
6. I) For Promotion.
   a. Fitness for promotion certificate.
   b. Comparative chart showing CR remarks of candidates fit & in Zone of consideration.

II) For Senior Scale.
   a. List of 21 days training undergone.
   b. Certificates of training.
   c. Verification of continuous service

III) For selection scale.
   a. List of 21 days training
   b. Certificates of training
   c. Higher Qualification Certificate.
   d. Verification of continuous service.

IV) For MACPS
   a. Verification of continuous service.
   b. No adverse remarks.
**STEPS INVOLVED IN FILLING UP OF VACANCY**

<table>
<thead>
<tr>
<th>PROMOTION</th>
<th>DIRECT RECRUITMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Vacancy in accordance with Rule 80.</td>
<td>Post based roster as on 31st December of preceeding year approved by Directorate</td>
</tr>
<tr>
<td>N.O.C. (Blanket or otherwise depending on category of school)</td>
<td>of social welfare.</td>
</tr>
<tr>
<td>Intimating the zone concerned in prescribed proforma</td>
<td>List obtained from Employment exchange</td>
</tr>
<tr>
<td>Letter from zone deputing representative/observer</td>
<td>Advertisement in two local dailies indicating clearly the type of vacancy.</td>
</tr>
<tr>
<td>The way of filling up of the post</td>
<td>Registration of applications of qualified candidates</td>
</tr>
<tr>
<td><strong>PROMOTION</strong></td>
<td><strong>DIRECT RECRUITMENT</strong></td>
</tr>
<tr>
<td>Seniority list signed by all concerned as per Rule 87 and 87A</td>
<td>Post based roster as on 31st December of preceeding year approved by Directorate</td>
</tr>
<tr>
<td>A.P.A.R.S. of preceeding 5 years as per Rule 90.</td>
<td>of social welfare.</td>
</tr>
<tr>
<td>Service books of all concerned in the zone of consideration up-to-date and</td>
<td>List obtained from Employment exchange</td>
</tr>
<tr>
<td>countersigned by Zone</td>
<td>Advertisement in two local dailies indicating clearly the type of vacancy.</td>
</tr>
<tr>
<td>Constitution of DPC in accordance with Rule 74.</td>
<td>Registration of applications of qualified candidates</td>
</tr>
<tr>
<td>Integrity certificate/fitness for promotion certificate issued by appointing authority.</td>
<td>Intimation to all qualified candidates giving sufficient time</td>
</tr>
<tr>
<td>Relevant Recruitment rules as per Rule 78.</td>
<td>Constitution of DSC as per Rule 74.</td>
</tr>
<tr>
<td>Original qualification certificates</td>
<td>Relevant Recruitment rules as per Rule 78.</td>
</tr>
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<td></td>
<td>Chart showing the weightage to all candidates complete in all respects except interview part</td>
</tr>
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<td></td>
<td>Interview/Lesson</td>
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<tr>
<td></td>
<td>Original qualification certificates</td>
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<td></td>
<td>Employment exchange certificates</td>
</tr>
<tr>
<td></td>
<td>Certificate indicating date of Birth</td>
</tr>
</tbody>
</table>

**Minutes must be prepared and signed on the same day**

- Acceptance of selection by Managing Committee Rule 74(6)
- Offer of appointment by Chairman
- Acceptance of offer by the selected candidate

**Medical fitness**

- Provisional appointment order signed by the Chairman
- Joining report
- Joining report

**Forwarding to Director of Education for approval within 7 days of provisional appointment as per Rule 76(3)**