THE DETAILED GUIDELINES REGARDING APPLICATION FORM, PROCEDURE FOR APPLYING, SELECTION PROCEDURE/CRITERIA ETC FOR THE POST OF LOWER DIVISION CLERK (L.D.C.)

1 PROCEDURE FOR APPLYING

(i) The interested candidates in General as well as reserved categories who are resident of Goa for the last 15 years and are fulfilling the eligibility conditions as per advertisement may submit their applications in the prescribed form duly addressed to the Director of Education, Directorate of Education, Porvorim in the Office of Assistant District Educational Inspector of their respective Taluka.

(ii) No certificates or documents are to be annexed with the application by the applicant.

(iii) The applications not in the prescribed format/Incomplete applications and or applications received after due date and time will be summarily rejected without any intimation to the applicant and no correspondence in this regard will be entertained.

(iv) The last date for submitting applications by the candidate in O/o Assistant District Educational Inspector is 26-10-2015 by 5.00 pm.

(v) Applicants already employed in Government/Semi Government/Autonomous Bodies etc. should apply through proper channel in the prescribed Application format or produce No Objection Certificate (NOC) from the employer to the Directorate of Education, Porvorim from 12-10-2015 to 26-10-2015.

(vi) The Directorate of Education will not be responsible for non-receipt/late receipt of applications/NOC’s due to postal delay/lost in transit.

The crucial date for age and other eligibility shall be the last date prescribed for submission of applications.

3 (a) Educational Qualifications :-

Essential

i. 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. Should be Computer literate.

iii. Knowledge of Konkani

Desirable :

iv. Desirable:-

Knowledge of Marathi.

2 (b) Age Limit:-

Not exceeding 42 years as per Notification No.1/49/76-PER(Pt.II) dated 28/10/2014 published in Official Gazette Series I No. 31 dated 31/10/2014. Upper age is relaxable to:-

a) Government Servants by 05 years in accordance with instructions and orders issued by the Government from time to time.

b) O.B.C. by 03 years
c) S.C. /S.T. by 05 years.
d) P.H. by 10 years.
e) S.C. /S.T. person with disability by 15 years.
f) O.B.C. person with disability by 13 years.

(the person suffering from not less than 40% of the disability shall be eligible)
4 SELECTION PROCEDURE

1. Written examination
2. Computer Literacy Test
3. Oral interview

5 GUIDELINES ON WRITTEN EXAMINATION

i. A written examination will be conducted for all the candidates whose applications completed in all respects receives within due date and time along with candidates sponsored by the Employment Exchange, Panaji/Margao. Written examination shall be of one paper in English language. The duration of the paper shall be of 3 hours carrying 100 marks. General category candidate must secure 50 marks and reserved category candidates must secure 40 marks to qualify for the next level. This written examination shall be only for the purpose of shortlisting of candidates and the marks secured in the written test examination will not count for the selection purpose.

ii. The result of written examination will be uploaded on the web portal of the Directorate of Education.

iii. Only those candidates who qualify in the written examination shall be allowed to appear for Computer Literacy Test.

6 GUIDELINES ON COMPUTER LITERACY TEST

i. Computer literacy test will be conducted for all the candidates who qualify in the written examination.

ii. Computer literacy test shall be of 15 marks and the duration of test shall be of 15 minutes. The candidates must secure minimum 5 marks to qualify for the oral interview. Those candidates who secures 5 marks and above in this test shall qualify for oral interview and the marks secured by them shall count for the selection process.

iii. The result of the Computer literacy test will be uploaded on the web portal of the Directorate of Education.

7 Those candidates who qualify in Computer literacy test shall require to submit their self attested photocopies of the following certificates/documents to the Directorate of Education, Porvorim for the purpose of scrutiny/verification for eligibility for considering qualified for next level of recruitment process.

   a) Birth Certificate
   b) Educational Qualification certificates along with mark sheets.
   c) Diploma/Certificate in computer with duration of course
   d) Valid certificate regarding 15 years Residence in the State of Goa issued by the competent authority as per declaration on the application.
f) Disability Certificate issued by the Medical Board in the case of P.H. category candidates.

g) Valid Employment Exchange registration card.

h) Certificate issued by the competent authorities having participated in Sports/Extra-curricular activities at State/National Level.

i) 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.

8 In case, any of the candidate fails to produce his/her any of the certificates/documents within due time with reference to the information given in the application form, his/her candidature shall stand disqualified for further recruitment process. Only those candidates who produce the required certificates/documents within due date and found eligible for the post shall be called for Oral interview.

9 SELECTION CRITERIA AND MARKS TO BE AWARDED SHALL BE ON THE FOLLOWING BASIS.

A. Basic educational qualification:-
   a) 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.  
      \[ \text{40Marks} \]
   b) Securing marks above 50% marks at a) above.
      \[ \text{10Marks} \]

B. Graduation from a recognized University.  
   \[ \text{10 Marks (Max)} \]

C. Computer Literacy Test  
   \[ \text{15 Marks (Max)} \]

D. Sports/Extracurricular activities  
   a. State Level  
      \[ \text{5 Marks} \]
   b. National Level  
      \[ \text{10 Marks} \]

E. Oral Interview  
   \[ \text{15 Marks (Max)} \]

10 The selection of the candidates for appointment will be done based on the selection criteria specified above. The list of selected candidate’s category wise will be displayed on the Departmental website. Individual offer of appointment will be dispatched by post (by means of Registered A/D) on the postal address indicated in the application form, to the selected candidates.
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.

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

In the event candidate submits false declaration/false invalid certificates, and the same is detected during verification (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.

A wait list will be prepared, for the purpose of filling up the resultant vacancy arising due to any selected candidate not accepting the offer of appointment or being ineligible for appointment at any later stage during the recruitment and appointment process.

The appointment to the above posts of Lower Division Clerk shall be subject to the outcome of the Writ Petition NO. 131/2006 pending before the Hon’ble High Court of Bombay at Goa, Panaji and the person concerned shall not be entitled to claim any equity pursuant there to.

Candidates shall carefully read the above instructions before submitting the application from.
APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK (L.D.C)

(ALL FIELDS TO BE COMPULSORILY FILLED IN BLOCK LETTERS ONLY BY CANDIDATE IN HIS OWN HAND WRITING)

To,
The Director,
Directorate of Education, Porvorim
Through the Taluka A.D.E.I Office,
_____________________________Taluka.

Sub:- Application for the post of L.D.C.
Ref:- Advertisement No_______________________ dated___________

1. Name:- ____________________________________________
   (First Name) (Middle Name) (Surname)

2. Father’s/Husband’s Name:-__________________________

3. Date of Birth:-_____/_____/______  4. Age:- ____ Yrs. _____ Months
   (Note:- Date of Birth should be as mentioned in Birth Certificate)

5. Category:-

6. Gender:- Male / Female  7. Marital Status:- Married / Unmarried

8. Address for Correspondence:-__________________________________________Taluka:-___________

9. Contact Details:-
   i. Mobile No. ______________________ ii. e-mail_____________________

10. Employment Exchange Reg. No.____________________ Valid upto_____________________


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<tr>
<th>Sr. No.</th>
<th>12th/Degree/Diploma/Certificate</th>
<th>Month &amp; Year of Passing</th>
<th>Name of Institution/Board/University</th>
<th>% achieved</th>
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(Note:- May attach additional sheets, if required)

12. Details of Computer Course:-

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<th>Sr. No.</th>
<th>Diploma/Certificate Course</th>
<th>Duration</th>
<th>Period in Months</th>
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(Note:- May attach additional sheets, if required)

13. Sports/Extra Curricular:-
   a). State Level  b). National Level

DECLARATION

I am resident of Goa for last 15 years and I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. 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. In the event of my misstatement/discrepancy in the particulars if detected, after my appointment, my service shall be terminated without any notice to me.

Place:-

Dated:-

(Signature of the Candidate)

Name:-

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AKNOWLEDGEMENT SLIP

Received application from Shri./Kum/Smt.__________________________ for
the post of L.D.C. in Directorate of Education, Porvorim on _____/___/2015 at __:].__ am/pm.

Sr. No:-____________________

Signature of the A.D.E.I.

_________________Taluka