

GUIDELINES/INSTRUCTIONS FOR FILLING UP VARIOUS CATEGORIES OF VACANT POSTS IN THE OFFICE OF THE COMMISSIONER, LABOUR AND EMPLOYMENT, SHRAM SHAKTI BHAVAN, 2nd FLOOR, PATTO PLAZA, PANAJI-GOA AS PER ADVERTISEMENT RELEASED VIDE NO. 1/169/2014-ADM DATED : 14/07/2021.

1. ELIGIBILITY

*** ASSISTANT REGISTRAR (01 Post)**

Essential

- Degree in Law from a recognized University or equivalent qualifications.

Desirable

- About 2 years experience in dealing with Labour Laws or as an Advocate.
- Knowledge of local languages.

*** JUNIOR STENOGRAPHER (04 Posts)**

Essential

- 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.
- Speed of 100 words per minutes in short hand and 35 words per minutes in typewriting.
- Minimum three months certificate course in computer.
- Knowledge of Konkani.

Desirable

- Knowledge of Marathi.

***LOWER DIVISION CLERK (07 Posts)**

Essential

- 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.
- Knowledge of computer applications /operations with typing speed of 30 words per minute in English.
- Knowledge of Konkani.

Desirable

- Knowledge of Marathi.

*** MULTI TASKING STAFF (07 Posts)**

Essential

- Passed Secondary School Certificate Examination from Recognized Board/ Institution.

Or

Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.

Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be consider in case posts relates to technical works.

- Knowledge of Konkani.

Desirable

- Knowledge of Marathi.
- Multi tasking-skills such as knowledge of operating Office machines including computers.

2. PROCEDURE FOR APPLYING

- Go to official website www.labour.goa.gov.in or Government Portal www.goa.gov.in
- Details of the advertisement of all the posts /vacancies containing the terms and conditions along with the proforma of application, documents required and the instructions can be downloaded from the official website or Government Portal.
- The application form filled in with necessary details and affixed with his/her recent self attested passport size photograph on the space provided and duly signed at the bottom of the application form shall be submitted in the Office of the Commissioner, Labour and Employment, Shram Shakti Bhavan, 2nd Floor, Patto Plaza, Panaji – Goa from **17/07/2021 to 10/08/2021**. The applications in any form received after the due date will be summarily rejected.
- Only applications with declaration will be accepted from candidates stating that the content of the application are true to his/her own knowledge and he/she possesses the requisite qualification and other mandatory documents for the post. He/she understands that in the event of particulars or information given herein being found to be false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION.
- Interested candidate shall ensure that they are fulfilling the educational qualification/criteria prescribed for the above posts with the valid certificate of qualification, computer literacy certificate as applicable, experience certificate, 15 years residence certificate, birth certificate, Employment Registration, Caste /Differently-abled/certificates issued by the competent Authority.
- Age limit should not exceed 45 years for all the posts as on closing date of advertisement. Age is relaxable for Government Servant/ST/OBC/PwD/Ex-servicemen as per the instructions or orders issued by the Government from time to time.
- Candidates applying for the posts under quota reserved for Ex Servicemen/Persons with Disabilities should indicate on their application form whether they belong to SC/ST/OBC or UR category.
- Candidates applying for the post must possess 15 years continuous residence certificate in the State of Goa issued by the Mamlatdar, except for the following categories:
 - The State Government employees who are working outside State shall be exempted from producing 15 years residence certificate for their child.
 - A person whose marriage is registered in Goa, with person having fifteen years residence in Goa and both are residing in the State of Goa continuously for a period of 5 years.
 - Ex-Servicemen/women and their spouse and children, who are residing in Goa for the last two years after discharge/release/retirement from the Armed Forces.
- In 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.
- The candidates already working in the Government, local self Government, Semi- Government, Autonomous Bodies or Establishment or other Departments or Institution being an Instrument of the Government should send their applications through proper channel only and shall produce NOC issued by the

competent authority from the concerned Department on or before the last date of submission of the application. All such applications received directly without following proper channel shall be rejected.

- The crucial date for determining the eligibility as to age, educational qualification, valid Residence Certificate, caste belonging etc. shall be **10/08/2021** (closing date) for appointment to the above posts.

3. SELECTION CRITERIA AND SYLLABUS

*** ASSISTANT REGISTRAR**

Written examination of the eligible candidates will be conducted for the purpose of final selection of the candidates. The total marks allotted for the written test is 100 marks of 02 hours durations. The selection of the candidates would be entirely based on the marks secured in the written test and no weightage would be given to any other aspects such as additional educational qualification, additional experience etc. The syllabus for the written examination will be as under:

(i) Analytical ability, (ii) General Knowledge (iii) Comprehensive Language (iv) Mathematical ability (v) Current affair (vi) Indian Constitution (vii) Indian History & Geography (viii) State and Central political affairs (ix) Labour Laws and (x) Quantitative Aptitudes.

*** JUNIOR STENOGRAPHER**

Proficiency/skill test in Shorthand and Computer typing test of eligible candidates will be conducted for the purpose of screening/short listing the candidates who qualify as per Recruitment Rules i.e. Speed of 100 w.p.m. in short hand and 35 w.p.m. in typewriting shall be called for written test. No weightage would be given to proficiency/skill test. The written test would be of 100 marks of 02 hours duration. The syllabus for the written examination will be as under:

(i)Analytical ability, (ii) General Knowledge (iii) Comprehensive Language (iv) Mathematical ability (v) Current affair (vi) Indian Constitution (vii) Indian History & Geography (viii) State and Central political affairs and (ix) Quantitative Aptitudes.

Selection shall be determined in accordance with the marks obtained by each candidate in the written test as per merit.

*** LOWER DIVISION CLERK**

Computer typing test of eligible candidates will be conducted for the purpose of screening/short listing the candidates who qualify as per Recruitment Rules i.e. Speed of 30 w.p.m. in typewriting shall be called for written test. Written examination of the eligible candidates will be conducted for the purpose of final selection of the candidates. The total marks allotted for the written test is 100 marks of 02 hours duration. The selection of the candidates would be entirely based on the marks secured in the written test and no weightage would be given to any other aspects such as additional educational qualification, additional experience etc. The syllabus for the written examination will be as under:

(i)Analytical ability, (ii) General Knowledge (iii) Comprehensive Language (iv) Mathematical ability (v) Current affair (vi) Indian Constitution (vii) Indian History & Geography (viii) State and Central political affairs and (ix) Quantitative Aptitudes.

*** MULTI TASKING STAFF**

Written test for eligible candidates will be conducted for determining the merit for section of candidates as per syllabus mentioned below:

(i) General Knowledge (ii) Current affairs and (iii) Quantitative Aptitudes

The written test would be of 100 marks of 1 ½ hours duration. Experience, additional Educational Qualifications would not carry any weightage.

3 (A) OTHER POINTS OR SELECTION CRITERIA

i) If two or more candidates secure equal marks in the Proficiency/ written test as applicable, 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 qualifications will be placed higher in the merit list.

ii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the selection criteria mentioned above for each posts.

iii) During the selection of the candidate, the Departmental Selection Committee will first proceed to shortlist the candidates belonging to Person with Disabilities, Ex-servicemen category and CFF category based on the merit. The candidates so shortlisted shall be adjusted against the category to which they belong i.e. Unreserved, ST, SC and OBC. The vacancies in these categories will be reduced to that extent. In case, persons under these categories are not available, the number of such advertised vacancies will be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 5 UR, 2ST, 1 SC and 2 OBC, out of which one post to be filled from the persons with Disabilities category and one post under Ex-servicemen category and if the candidate under person with disabilities category is unavailable, it will be deducted from the unreserved category. i.e. 5-1=4 i.e. the Departmental Selection Committee will proceed to select only 04 candidates belonging to unreserved category.

iv) The Departmental Selection Committee shall then proceed to select candidates of Un-reserved category as per the descending order of the marks scored in Written test as applicable in the selection criteria mentioned at 3 above.

v) Once the Departmental Selection Committee finalizes the list of Un-reserved Category candidates, it will proceed to prepare the selection list of reserve category candidates.

vi) Once the Departmental Selection Committee prepares the final selection list and wait list, which shall be subject to verification of documents, the Head of Dept/Appointing Authority shall publish these lists on notice board and on the departmental web site www.labour.goa.gov.in and Government Portal www.goa.gov.in

vii) The essential documents/certificates of the candidates shortlisted in the final test i.e. Written test on merit as number of posts advertised plus 10% wait list candidates will be verified. In case, at scrutiny level, if it is found that the selected candidate is not possessing valid any of the mandatory certificates/documents or found ineligible/overage, selection of such candidate shall be treated as cancelled.

viii) The wait list will be considered only if the required number of candidates are not found eligible from the select list or if the candidates from the select list does not accept

the offer of appointment. The wait list shall not be used as a reservoir to fill up the vacancies which come into existence after the issuance of the advertisement. The process of selection comes to an end once the vacancies advertised are filled up.

3.(B) VERIFICATION OF DOCUMENTS:

All the original essential certificates/documents required as per the eligibility criteria for particular posts alongwith following documents shall be verified:

- a) Birth Certificate.
- b) Valid Employment Registration issued by the Employment Exchange.
- c) Valid 15 years residence certificate issued by the competent authority except in the case of Ex-servicemen and those persons 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 marriage.
- d) 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 residence 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.
- e) Ex-servicemen candidates should produce valid certificate regarding his/her 05 years continuous residence in the State of Goa issued by the competent authority
- f) If the candidates has effected 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.
- g) 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 claim.
- h) 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 claim.
- i) Social status certificate issued by the competent authority in the case of the candidate belonging to SC/ST and OBC categories (if available).
- j) Certificate from Rajya Sainik Board or any other competent authority in the prescribed form in support of Ex-servicemen claim

4. GENERAL INSTRUCTIONS

- a) No certificates or documents are to be annexed with the application form by the candidates.
- b) Soliciting or canvassing in any form or influencing the Office of the Commissioner, Labour and Employment in any manner by a candidate shall disqualify the candidature

and the decision of the Commissioner, Labour and Employment in this respect shall be final.

c) Separate application forms should be submitted for different posts.

d) Applications received after the prescribed date will be rejected.

e) No travelling allowance or any other allowance will be paid to the candidate for attending Written/Proficiency test, etc.

f) The details pertaining to examination schedule will be uploaded on the website of this Office www.labour.goa.gov.in and Government Portal www.goa.gov.in and also will be informed to the candidate through call letters. All future correspondence shall be informed by registered AD.

g) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

Sd/-
(Raju V. Gawas)
Commissioner,
Labour and Employment

