



**Government of Goa  
Directorate of Accounts  
Panaji – Goa**

No. DA/Admn/11-12/2021-22/34/TR-137

Date: - 07/05/2021.

**INSTRUCTIONS TO THE CANDIDATES**

**THE CANDIDATES SHALL STRICTLY FOLLOW THE INSTRUCTIONS AS DETAILED BELOW FOR APPLYING TO THE POSTS OF ACCOUNTANT ADVERTISED BY THIS DIRECTORATE:-**

**1. Pay scale:-** Level 6 of the Pay Matrix of the 7<sup>th</sup> Central Pay Commission.

**2. Categories of reservation of posts:-**

(a) Persons with Disability	---	05 posts
(b) Scheduled Caste (SC)	---	03 posts*
(c) Scheduled Tribe (ST)	---	15 posts*
(d) Other Backward Classes (OBC)	---	30 posts
(e) Economically Weaker Section (EWS)	---	10 posts
(f) Children of Freedom Fighter (CFF)	---	03 posts
(g) Sportsperson (Sports)	---	07 posts
(h) Ex-Servicemen (EX-SM)	---	03 posts
(i) Unreserved	---	33 posts

**(Note:** In case required number of candidates are not found eligible in the categories of Persons with Disability, CFF, Ex-Servicemen or Sportsperson, then the said vacancies will be filled up from candidates belonging to Unreserved Category).

\*includes backlog vacancies.

**3. Educational and other qualification:-**

The educational and other qualifications required for the post of Accountant as per the Recruitment Rules notified are as follows:

**Essential:** (i) Bachelor of Commerce or Bachelor of Arts with Economics, from a recognized University / Institution.

(ii) Knowledge of Konkani.

**Desirable:** Knowledge of Marathi.

**4. Categories of disability under Persons with Disability category:-**

In terms of Government notifications issued in this regard from time to time, following type of /category of disability under Persons with Disability category only shall be eligible for the post of Accountant.

- (a) One Arm – OA,
- (b) One Leg – OL,
- (c) One Arm & One Leg – OAL,
- (d) Both Leg – BL and
- (e) Hearing Impairment.

**5. APPLICATION FORM:-**

- (a) The candidates shall fill and submit the prescribed Application Form through online mode only available at <https://www.accountsgoa.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. On registration, a verification email will be sent to the registered email id of the candidate. On verification, the candidate will be re-directed to the website for filling up the application form.
- (c) The candidate shall fill the application form as per the instructions mentioned therein. No items/questions shall be left blank or wrongly filled as the information furnished will be basis for selection process.
- (d) The application form will not be accepted in any other mode.
- (e) Only the eligible candidates fulfilling the criteria as per Recruitment Rules/Advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. The candidate must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned herein below in original on the date of filling up of the application form.
- (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 certificates/documents, and the same is detected before, during or after the verification (**which may be also done post appointment in respect of selected candidates**) then the candidate is liable to be disqualified any time during the recruitment process and the candidate shall also be subject to prosecution in accordance to law in force. The in-service candidate shall be liable for disciplinary action under the appropriate rules if found guilty for the same.

**6. Documents/Certificates required:-**

- (i) Certificate of Educational Qualifications with mark sheet of the qualifying examination of SSC, HSSC and Bachelors Degree in Commerce or Arts with Economics,
- (ii) Valid employment exchange card,
- (iii) Valid 15 years residential certificate of the domicile in the state of Goa issued by the competent authority,
- (iv) Birth Certificate,
- (v) Aadhar Card,
- (vi) Valid Certificate issued by the Competent authority in respect of the reserved category (if Applicable),
- (vii) Form III or IV issued by the Competent authority in respect of the Sportsperson category,
- (viii) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education,
- (ix) Work experience certificate detailing the type of task/job handled (if any).

**7. APPLICATION FEE:-**

- (i) The application fee for various categories of candidates is as under:-

<b>Sr. No.</b>	<b>Category</b>	<b>Amount of Fee in Rs.</b>
<b>1.</b>	ST/SC/PwD	EXEMPT
<b>2.</b>	OTHERS	Rs. 500/-

- (ii) The candidates shall pay the application fee as applicable through online mode only as per the methods available.
- (iii) The process of submission of application form will be complete only on successful payment of the application fee and generation of e-receipt.
- (iv) Neither the candidate will be able to make any changes to the application form thereafter nor any requests for changes/editing to the application form will be entertained by this Directorate.
- (v) The application fee paid by the candidates is not refundable.
- (vi) Incomplete application forms and form without prescribed application fee shall be summarily rejected and no correspondence will be entertained against such rejection.
- (vii) The candidate shall not send printout of the application form or any documents to this Directorate on successful online submission of the application form.
- (viii) 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.

**8. DOCUMENTS TO BE UPLOADED WITH ONLINE APPLICATION**

**FORM:-**

- (a) Passport size Photograph \*
- (b) Signature \*

\*(scanned as per format mentioned in the application form)

**9. AGE LIMIT:-**

Not exceeding 45 years as on the date of filling up of the application form.

However, category wise age relaxation is as under:

<b>Sr. No.</b>	<b>Categories</b>	<b>Years of age relaxable</b>
<b>1.</b>	Government Servants	5 years
<b>2.</b>	ST/SC/Children of Freedom Fighter/Sportsperson	5 years
<b>3.</b>	OBC	3 years
<b>4.</b>	Persons with Disabilities	10 years
<b>5.</b>	Ex-servicemen shall be allowed to deduct the period of service in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age.	

**10. 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.

**11. PATTERN OF EXAMINATION:-**

- (a) The candidate will have to undergo a written test (examination) as per the syllabus and pattern of examination mentioned below:-

<b>Subject</b>	<b>Maximum Marks allotted</b>	<b>Minimum qualifying marks</b>
<b>Paper (I)</b> <b>Duration:- 03 hours</b> <b>Paper type: Subjective (90%) &amp; Objective (10%)</b> <b><u>English and General Knowledge</u></b> a) Report Writing b) Comprehension c) Précis d) Business Communication e) Essay / Composition f) Grammar g) General Knowledge	<b>100</b>	<b>50</b>

<p><b>Paper (II)</b></p> <p><b>Duration:- 02 hours</b></p> <p><b>Paper type: Subjective (50%) &amp; Objective (50%)</b></p> <p><b><u>Section (A) : Mathematics(50 marks)</u></b></p> <p>Averages, Mixtures, Ratio &amp; Proportion, Computation of Interest, Real &amp; Imaginary numbers, Rational &amp; Irrational numbers, Permutation &amp; Combination, Variations, Linear &amp; Simultaneous equations, Quadratic equation, Mensuration, Probability &amp; Probability Theory, Correlation, Statistical Average, Dispersion, True Series, Geometry &amp; Trigonometry.</p> <p><b><u>Section (B) : Economics (20 marks)</u></b></p> <p>Basic concepts of Economics, Demand, Supply and Market Mechanism, Money and Banking, National Income and related Aggregate, Monetary Policy, Fiscal Policy, Government Budget, Planning &amp; Economic Development in India.</p> <p><b><u>Section (C) : Bookkeeping &amp; Accountancy (30 marks)</u></b></p> <p>Book keeping &amp; Accountancy, Accounting Principles, Accounting Standards, Recording of transactions &amp; Preparation of Trial Balance, Depreciation &amp; Provisions, Computer Accounting System, Business Operations, Income Tax, Analysis of Financial Statements, Shares, Debentures, Loans &amp; Borrowings, Application of Computers in Financial Accounting.</p>	<p><b>100</b></p>	<p><b>60</b></p>
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- (b) The date, time and venue of the written examination will be informed to the eligible candidates via E-mail or SMS and the admit cards will be made available online. The candidates shall carry a copy of the downloaded admit card for the examination.
- (c) Based on the marks obtained in the written examination, a shortlist will be prepared in the ratio 1:5 i.e. 5 times the number of vacancies in each category/class of vacancies.
- (d) In view of the O.M. No. 1/6/83-PER(Vol-II)Pt.(a)/100 dated 08/01/2016 issued by the Government of Goa, Department of Personnel, Secretariat, Porvorim-Goa, the requirement of interview for the Group 'C' posts has been dispensed with. As such, the

appointment will be based on merit list prepared on the basis of marks obtained in the written examination.

- (e) If two or more candidates secure equal marks in the written examination then the 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.
- (f) There shall be no allocation of marks for educational qualifications/work experience and the selection of the candidates shall be done strictly as per the marks scored in the written examination.
- (g) Mere passing/appearing at the written examination will not make the candidate eligible for appointment to the post. The appointment will be subject to the verification of the essential documents, even though the candidate has passed the written examination.
- (h) The shortlist shall be displayed on the Department's website i.e. [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).
- (i) The shortlisted candidates will be required to submit the self attested copies of the documents mentioned at Para 6 above alongwith the original documents for verification on the prescribed date and time.

**12. SOLICITING AND CANVASSING:-**

Soliciting or canvassing in any form or influencing this Directorate in any manner by a candidate shall disqualify the candidate and the decision of the Directorate in this Respect shall be final.

- 13.** The decision of the Directorate with regard to the matters connected with the recruitment will be final in all respect and the Department has full right to make change in or to cancel the recruitment process without assigning any reasons thereof.



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**Director of Accounts**