



Government of Goa
Directorate of Accounts
Panaji – Goa

No. DA/Admn/14-15/2021-22/TR-145/147

Date: - 17/05/2021.

INSTRUCTIONS TO THE CANDIDATES

THE CANDIDATES SHALL STRICTLY FOLLOW THE INSTRUCTIONS (Post-wise and General) AS DETAILED BELOW FOR APPLYING TO THE FOLLOWING POSTS ADVERTISED BY THIS DIRECTORATE:-

- I. **ACCOUNTS CLERK**
- II. **LOWER DIVISION CLERK (LDC)**
- III. **MULTI TASKING STAFF (MTS)**

A. POSTWISE INSTRUCTIONS

Sr. No	Name of the post and Pay Scale	Total number of posts	Number of vacancies category wise		Educational and other qualification	Categories of disability under Persons with Disability category
1	2	3	4		5	6
1.	<u>Accounts Clerk</u> Pay Matrix Level 4 of the 7 th CPC.	43 posts	(a) Persons with Disability	01 post	(a) <u>Essential</u> :- (i) 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 or equivalent qualification from a recognized Institution. (ii) Six months Diploma in Computer Management/ Applications from a recognized Institute. (iii) Knowledge of Konkani. (b) <u>Desirable</u> - Knowledge of Marathi.	(a) One Arm – OA,
			(b) Scheduled Tribe (ST)	05 posts		(b) One Leg – OL,
			(c) Other Backward Classes (OBC)	11 posts		(c) One Arm & One Leg – OAL,
			(d) Economically Weaker Section (EWS)	04 posts		(d) Both Leg – BL,
			(e) Sportsperson	02 posts		(e) Blind Low Vision – B.LV,
			(f) Unreserved	20 posts		(f) Hearing Impairment.

2.	<u>Lower Division Clerk (LDC)</u> Pay Matrix Level 2 of the 7 th CPC.	40 posts	(a) Persons with Disability 01 post (b) Scheduled Tribe (ST) 04 posts (c) Scheduled Caste (SC) 02 posts (d) Other Backward Classes (OBC) 10 posts (e) Economically Weaker Section (EWS) 04 posts (f) Children of Freedom Fighter (CFF) 02 posts (g) Sportsperson (Sports) 03 posts (h) Ex-Servicemen (EX-SM) 03 posts (i) Unreserved 11 posts	(a) <u>Essential</u> :- (i) 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. (ii) Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. (iii) Knowledge of Konkani. (b) <u>Desirable</u> :- Knowledge of Marathi.	(a) One Arm – OA, (b) One Leg – OL, (c) Both Leg – BL, (d) One Arm & One Leg – OAL, (e) Blind Low Vision- B.LV, (f) Hearing Impairment.
3.	<u>Multi Tasking Staff (MTS)</u> Pay Matrix Level 1 of the 7 th CPC.	29 posts	(a) Persons with Disability 02 posts (b) Other Backward Classes (OBC) 12 posts (c) Economically Weaker Section (EWS) 02 posts (d) Children of Freedom Fighter (CFF) 02 posts (e) Sportsperson (Sports) 02 posts (f) Unreserved 09 posts	(a) <u>Essential</u> :- (i) Passed Secondary School Certificate Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Board/ Institution. (ii) Knowledge of Konkani. (b) <u>Desirable-</u> (i) Knowledge of Marathi. (ii) Multi Tasking skills such as knowledge of operating office machines including computers.	(a) One Arm – OA, (b) One Leg – OL, (c) One Arm & One Leg – OAL, (d) Both Leg – BL, (e) Blind – B, (f) Low Vision- LV, (g) Hearing – H, (h) Communication - C



B. GENERAL INSTRUCTIONS

1. 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 field 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)** the candidate is liable to be disqualified any time during the recruitment process and shall also be subject to prosecution in



accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

2. Documents/Certificates required:-

- (i) Certificate of Educational Qualifications with mark sheet of the qualifying examination as applicable for the post as per column No.5 of Postwise Instructions given above,
- (ii) Valid Employment Exchange Card,
- (iii) Valid 15 years Residence Certificate issued by the competent authority of the state of Goa,
- (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 as per column no.5 of Postwise Instructions given above,
- (ix) Work experience certificate detailing the type of task/job handled (if any).

3. APPLICATION FEE:-

- (i) The candidates shall pay the application fee as detailed below through online mode only as per the mode of payment available therein.

Sr. No.	Category	Amount of Fee in ₹		
		ACCOUNTS CLERK	LOWER DIVISION CLERK	MULTI TASKING STAFF
1.	ST/SC/PwD	EXEMPT	EXEMPT	EXEMPT
2.	OTHERS (UR, OBC, EWS,CFF, Sportsperson, Ex-Servicemen)	₹ 300/-	₹ 250/-	₹ 100/-

- (ii) The process of submission of application form will be complete only on successful payment of the application fee and generation of e-receipt.
- (iii) 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.
- (iv) The application fee paid by the candidates is not refundable.
- (v) Incomplete application forms and form without prescribed application fee shall be summarily rejected and no correspondence will be entertained against such rejection.
- (vi) The candidate shall not send printout of the application form or any documents to this Directorate on successful online submission of the application form.
- (vii) 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.

4. DOCUMENTS TO BE UPLOADED WITH ONLINE APPLICATION FORM:-

- (a) Passport size Photograph *
 - (b) Signature *
- *(scanned as per format mentioned in the application form)

5. 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:

Sr. No.	Categories	Years of age relaxable
1.	Government Servants	5 years
2.	ST/SC/Children of Freedom Fighter/Sportsperson	5 years

3.	OBC	3 years
4.	Persons with Disabilities	10 years
5.	Ex-servicemen	To the extent of service rendered in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age.

6. 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.

7. CONDITIONS FOR EXAMINATION:-

- (a) The candidate will have to undergo a written test (examination). Information on the pattern of examination will be made available on the Departmental website.
- (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.
- (i) The shortlisted candidates will be required to submit the self attested copies of the documents mentioned at B(2) above along with the original documents for verification on the prescribed date and time.

8. 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.

- 9. The decision of the Directorate with regard to the matter connected with the recruitment will be final in all respect and the Department reserves the right to make change in or to cancel the recruitment process without assigning any reason thereof.



Director of Accounts