



Government of Goa

Directorate of Tribal Welfare

Shrama Shakti Bhavan, 5th Floor, Patto, Panaji-Goa

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Fax No. 2438052

website: www.tribalwelfare.goa.gov.in

No.1-266-2018-19/ADMN/DTW/RECT

Dated:- /01/2019

ADVERTISEMENT

Applications are invited by the Directorate of Tribal Welfare for filling up the following vacancies in the Directorate of Tribal Welfare, Panaji. Interested eligible candidates may submit their applications giving details in enclosed format so as to reach this office on or before **14/02/2019 by 3.00 p.m.** Applications should be addressed "To, The Director, Directorate of Tribal Welfare, Shrama Shakti Bhavan, 5th Floor, Patto, Panaji-Goa. Candidate shall refer to the detailed advertisement uploaded on the portal www.goa.gov.in Candidate shall download the Application Format from the departmental website www.tribalwelfare.goa.gov.in

Name of the Post	Pay Matrix as per 7 th CPC	No. of vacancies				Total	Out of 28 Vacancies, Reservation for Ex-Servicemen is detailed below:
		UR	OBC	SC	ST		
Lower Division Clerk	Level - 2	14	06	--	03	23	01
Field Assistant	Level - 2	01	01	--	--	02	--
Multi-Tasking Staff (MTS)	Level - 1	02	01	--	--	03	--
TOTAL POST						28	

Essentials:-

A) Lower Division Clerk

1. Educational Qualification:-
 - a) Possessing Higher Secondary School Certificate or equivalent qualification from a recognized Board/Institution.
 - b) Should be Computer Literate.
 - c) Knowledge of Konkani.
2. Desirable: Knowledge of Marathi.
3. Age: - Not exceeding 45 years relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time.

B) Field Assistant

1. Educational Qualification:-
 - a) Possessing 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.

- b) Should be Computer Literate.
 - c) Knowledge of Konkani.
2. Desirable:
- a) Two years experience in social work in any Social/Tribal Welfare Organisation.
 - b) Knowledge of Marathi.
3. Age: - Not exceeding 45 years relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time.

C) Multi Tasking Staff

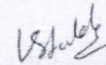
1. Educational Qualification:-

- a) Passed Secondary School Certificate or equivalent qualification from a recognized Board/Institution.
- b) Knowledge of Konkani.

2. Desirable: Knowledge of Marathi.

3. Age:- Not exceeding 45 years relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time.

- The candidates already working in the Government, local self Government, Semi-Government, autonomous bodies or establishments, or any other Department/body, establishment or Institutions being an instrumentality of the Government should send their applications through proper channel only. The last date for submission of application through proper channel is **14.02.2019 by 3.00 p.m.**
- Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
- For any enquiry for filling up the applications, the Candidates may contact 9158910500/8552877186 only on working days between 10.00 a.m. to 5.00 p.m.
- The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- 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.



(Venancio Furtado)
Director of Tribal Welfare

GUIDELINES/INSTRUCTIONS FOR FILLING UP VARIOUS CATEGORIES OF VACANT POSTS IN THE DIRECTORATE OF TRIBAL WELFARE AS PER ADVERTISEMENT RELEASED DATED: 19/01/2019

1. ELIGIBILITY

(A) Educational and other Qualifications

A) Lower Division Clerk

1. Educational Qualification:-

- a) Higher Secondary School Certificate or equivalent qualification from a recognized Board/Institution.
- b) Should be Computer Literate.
- c) Knowledge of Konkani.

2. Desirable: Knowledge of Marathi.

B) Field Assistant

1. Educational Qualification:-

- a) 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.
- b) Should be Computer Literate.
- c) Knowledge of Konkani.

2. Desirable:

- a) Two years experience in social work in any Social/Tribal Welfare Organisation.
- b) Knowledge of Marathi.

C) Multi Tasking Staff

1. Educational Qualification:-

- a) Secondary School Certificate or equivalent qualification from a recognized Board/Institution.
- b) Knowledge of Konkani.

2. Desirable: Knowledge of Marathi.

(B) Age Criteria

Age limit for the posts: - Should not exceed 45 years.

Age is relaxable:

- Government servants up to 05 years in accordance with the instructions or orders issued by the Government from time to time.
- OBC by 03 years.
- ST/SC by 05 years
- Ex-servicemen, in accordance with the instruction or orders issued by the Government from time to time.

(C) 15 years continuous residence in the State of Goa.

(D) Valid Employment Card

2. PROCEDURE FOR APPLYING

- The interested candidates shall apply for the post by downloading the application form from department website <http://www.tribalwelfare.goa.gov.in> by clicking on the link “**Vacancies in the Directorate of Tribal Welfare**”
- The last date for submission of the application forms by the eligible candidates is **14.02.2019 by 3.00 p.m.**
- The hard copy of Application form filled in with the 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 by hand delivery/ through postal delivery in the Directorate of Tribal Welfare on or before **14.02.2019 by 3.00 p.m.** on working days, during office hours. The hard copy of Application form received after the due date will be summarily rejected.

- Candidates applying for the posts under quota reserved for Ex-Servicemen should indicate on their application form whether they belong to SC/ST/OBC or UR Category.
- 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 working in the Government, local self Government, Semi-Government, autonomous bodies or establishments, or any other Department/body, establishment or Institutions being an instrumentality of the Government should send their applications through proper channel only and shall not apply online. The last date for submission of application through proper channel is **14.02.2019 by 3.00 p.m.**
- The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, caste belongs, etc. shall be the closing date fixed for submission of application forms by the applicant to the office of the Directorate of Tribal Welfare.

3. SELECTION CRITERIA

- **Lower Division Clerk**
- A written examination of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit.

- **Field Assistant**
- A written examination of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit.

- **Multi-tasking Staff (MTS)**
- A written examination of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written test as per merit.

3.(A) OTHER POINTS FOR SELECTION CRITERIA

- i) If two or more candidates secure equal marks in the written examination 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) In the event of selection of Ex-servicemen candidate under the quota reserved for them, they shall be placed in the appropriate category viz SC/ST/OBC/Un-reserved category, depending upon the category to which they belong. For example, an Ex-servicemen who is an SC/ST/OBC will be counted against the SC/ ST/OBC vacancy point and an Ex-servicemen who belongs to General category will be slotted in the un-reserved vacancy point in their respective reservation roster.

- iv) During the selection of the candidate, the Departmental Selection Committee will first proceed to shortlist the candidates belonging to Ex-servicemen category based on the merit. The candidate so shortlisted will 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 this category 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, 2 ST, 1 SC and 2 OBC, out of which one post to be filled from the under Ex-servicemen category and if the candidate under Ex-servicemen 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.
- v) The Departmental Selection Committee will then proceed to select candidates of UR category as per the descending order of the marks scored in Written examination as applicable in the selection criteria mentioned at 3 above.
- vi) Once the Departmental Selection Committee finalizes the list of Unreserved Category candidates, it will proceed to prepare the selection list of reserve category candidates.
- vii) Once the Departmental Selection Committee prepares the final selection list and wait list, which will be subject to verification of documents, the Head of Dept/Appointing Authority will publish these lists on notice board, Department's website www.tribalwelfare.goa.gov.in and on the Government web portal www.goa.gov.in
- viii) The essential documents/certificates of the candidates shortlisted in the final test i.e. Written examination 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.

- ix) 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 along with following documents shall be verified:

- a) Birth Certificate
- b) Employment Exchange Registration card with live renewal date.
- c) Valid 15 years residential 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 residential certificate issued by the competent authority in respect of their spouse along with 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 affected 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 duly filled hard copy of Application form by the candidates.
- b) Soliciting or canvassing in any form or influencing the Directorate of Tribal Welfare in any manner by a candidate shall disqualify the

candidature and the decision of the Directorate of Tribal Welfare in this respect shall be final.

- c) No Traveling allowance or any other allowance will be paid to the candidate for attending Written examination.
- d) The details pertaining to syllabus will be uploaded on the website of the Directorate of Tribal Welfare (www.tribalwelfare.goa.gov.in) and Government web portal (www.goa.gov.in).
- e) The details pertaining to examination schedule will be uploaded on the website of the Directorate of Tribal Welfare (www.tribalwelfare.goa.gov.in) and will be informed to the candidate through e-sms at a later date. All future correspondence shall be through e-sms
- f) The final selection list and wait list, which shall be subject to the verification of documents shall be published on the website of Directorate of Tribal Welfare (www.tribalwelfare.goa.gov.in) and Government web portal (www.goa.gov.in).
- g) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

APPLICATION FORMAT

**Passport size
self attested
photograph**

To,
The Director,
Directorate of Tribal Welfare,
5th Floor, Shrama Shakti Bhavan,
Patto-Panaji-Goa.

Post applied for:- _____

1. Full Name: _____
2. Father's/Husband Name:- _____
3. Full Residential address:- _____
4. Mobile No:- _____
5. Email-id:- _____
6. Date of Birth & age as on Date of
Advertisement: _____
7. Nationality:- _____
8. Educational Qualification:- _____
9. Additional Qualification:- _____
(Other than essential qualification shown above): _____
10. Category (SC/ST/OBC/Un-Reserved/Ex-
servicemen) _____
11. Employment Registration Number & Validity:- _____
12. Languages Known:- _____
13. Experience, if any: _____
14. Valid Residence Certificate of 15 years
in the state of Goa with No. & Date of Issue:- _____

'I _____ Son/Daughter/Wife
of _____ hereby state that the contents of the
application are true to my own knowledge and I possess the requisite
qualification and other mandatory for the post".

(Signature of the applicant with date)