



Goa Police Department
Police Headquarters
Panaji.

Advertisement

Applications in prescribed form are invited from eligible candidates for filling up of the below mentioned vacant posts by direct recruitment in Goa Police Department:-

- I. 1. Designation of post : **Stenographer**
2. Number of posts & reservation : 06 (six) Un-reserved - 03
Scheduled Tribe - 01
Other Backward Class - 01
Children of Freedom Fighter - 01
3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 2400
4. Qualifications : **Essential**
- i. Higher Secondary School Certificate or equivalent qualification from a recognized Institution.
- ii. Should be Computer Literate.
- iii. Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting.
- iv. Knowledge of Konkani.
- Desirable**
- i. Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 27.08.2014. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)
- II. 1. Designation of post : **Lower Division Clerk**
2. Number of posts & reservation : 05 (Five) Unreserved - 02
Physically Disabled Person - 01
Scheduled Tribe - 01
Other Backward Class - 01
3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 1900
4. Qualifications : **Essential**
- i. Higher Secondary School Certificate or equivalent qualification from a recognized Institution.
- ii. Should be computer literate.
- iii. Knowledge of Konkani.
- Desirable**
- i. Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 27.08.2014. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)

N.B.:- The above age limit is enhanced by two years by Government of Goa vide Notification No.1/49/76-PER(Pt.II) dated 06.08.2012 published in Official Gazette Series I No. 19 dated 09.08.2012.

(Not exceeding 42 years as on the closing date for receipt of Application Forms i.e. 27.08.2014)

NOTE

I. Age is relaxable to:-

1. SC/ST/Children of Freedom Fighter/Sportsperson by 5 years as on 27.08.2014.
2. OBC by 3 years as on 27.08.2014.
3. SC/ST Sportsperson by 10 years as on 27.08.2014.
4. OBC Sportsperson by 8 years as on 27.08.2014.
5. Person with Disability by 10 years as on 27.08.2014.
6. SC/ST Person with Disability by 15 years as on 27.08.2014.
7. OBC Person with Disability by 13 years as on 27.08.2014.
8. Ex-Serviceman shall be allowed to deduct the period of service in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age as on 27.08.2014.

II. Eligibility for Sportsperson

1. Persons who have represented a State or the Country in the National or International competition in any of the Games/Sports listed below.
2. Persons who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these Games.
3. Persons who have represented the State School Teams in the National Sports/Games for School conducted by the All India School Games Federation in any of these Games/Sports.
4. Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

List of Games/Sports

Archery, Athletics(including Track and Field events) Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Powerlifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling, Yatching, Ice-skiing, Ice-Hockey and Ice-skating.

III. Eligibility for Person with Disability

The person suffering from not less than 40% of the disability shall be eligible.

The post of Lower Division Clerk is identified suitable for categories of Physical Disabled of (1) BL - Both Leg (2) OL - One Leg (3) B - Blind (4) LV - Low Vision and (5) HH - Hearing Handicapped.

- IV.**
- a. Candidates should produce a certificate from a recognized Institute having passed Computer Course for minimum 3 months duration covering the basics like Windows Operating System, Microsoft Office etc. to fulfill the requirement of Essential Qualification as mentioned above as "Should be Computer literate".
 - b. Appointment to the post of Lower Division Clerk and Stenographer shall be subject to the outcome of the Writ Petitions No.131/2006, No.140/2006, No.318/2006 (MCA No.514/2006) and No.262/2010, pending before the Hon'ble High Court of Bombay at Panaji and that the concerned person shall not be entitled to claim any equity pursuant thereto.

2. The candidates possessing the above mentioned qualifications as on 27.08.2014 and possessing 15 years Residence Certificate issued by the Competent Authority, Government of Goa, may submit their Applications to the Superintendent of Police, Police Headquarters, Panaji in the prescribed Application Form. The prescribed Application Forms are available at Goa Police Welfare Cell, Administrative Block, GRP Camp, Altinho, Panaji, which can be collected between 09.30 hrs. to 17.30 hrs. on all working days on payment of ₹ 20/- per form for the post of Lower Division Clerk and ₹ 50/- per form for the post of Stenographer. The Application Forms completed in all respects should reach the Office of the Superintendent of Police, Police Headquarters, Panaji on or before 27.08.2014. Incomplete Application Forms, Application Forms received after 27.08.2014 and Applications not in prescribed Form will be summarily rejected and no intimation will be sent to the applicants in this regard. The candidates should minutely go through all the provisions in the advertisement to ensure that he/she is eligible for the post of Stenographer and Lower Division Clerk in terms of requirement of age, educational qualification etc. and only eligible candidates may apply in the prescribed Application Form.
3. In case Application Forms are sent by post, they should reach the Office of the Superintendent of Police, Police Headquarters, Panaji on or before 27.08.2014. The Police Department will not be responsible for postal delay and the Application Forms received after 27.08.2014 will be summarily rejected and no intimation will be sent to the applicants in this regard.
4. The candidates working in Government Departments/Offices should apply through proper channel in prescribed Application Form only. These Application Forms should also reach the Office of the Superintendent of Police, Police Headquarters, Panaji on or before 27.08.2014. Application Forms received after 27.08.2014 will be summarily rejected and no intimation will be sent to the applicants in this regard.
5. No certificates/documents are required to be attached with Application Form by the candidate. During the selection process, verification of original certificates/documents will be done. The candidates will have to produce requisite original and valid certificates/documents such as Birth Certificate, Certificate and Mark List of passing Secondary School Certificate Examination, Certificate and Mark List of passing Higher Secondary School Certificate or equivalent qualification from a recognized Institution, Valid Residence Certificate, Valid Caste Certificate, Valid Employment Registration Card etc. before the Recruitment Boards. Original certificates/documents will be checked and only eligible candidates will be permitted to the next stage of recruitment process. The candidates who fail to produce the requisite original and valid certificates/documents will be eliminated from the recruitment process and in no case candidates will be allowed provisionally.
6. The candidates who qualify in the documents verification for the post of **Stenographer** will be subjected to Practical Test with the speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting. Those who qualify with speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting shall be called for Oral Interview which shall be of 15 marks.
7. The candidates who qualify in the documents verification for the post of **Lower Division Clerk** will be subjected to Written Examination of 100 marks. The minimum passing marks in the Written Examination shall be 40%. The marks obtained in the Written Examination will not be considered for selection since Written Examination will be conducted only to shortlist the candidates.
8. The selection of the candidates who pass in the Written Examination for the post of **Lower Division Clerk** will be on the basis of an assessment of the comparative

-: 4 :-

merit of the candidates by awarding marks out of a total 100 marks as per break-up (i) Academic Career - 75 marks (ii) Extra-Curricular Activities - 10 marks (iii) Viva-Voce - 15 marks.

9. The decision of the Police Department with regard to the matters connected with the recruitment will be final in all respects and the Police Department has full right to make changes in or to cancel the recruitment process without assigning any reasons.



(**V. U. Borkar**)

Superintendent of Police (HQ),
Panaji.