



GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
DTE Complex, Alto, Porvorim-Goa.

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Ref. No:3/65/2017-DHE/FR-15/2040

Date:09/10/2017

C I R C U L A R

Sub: -Vacancies of L.D.C's to be filled under FR – 15 in the Directorate of Higher Education.

Applications are invited from eligible Lower Division Clerks (LDC) working on regular basis in various Departments of Government of Goa, having a minimum services of **03** years in the grade as on 31/10/2017 and who are below the age of **45** years as on 31/10/2017 ; to fill posts of L.D.C in the pay Matrix, Level-2 in the Directorate of Higher Education, on transfer under FR-15 in relaxation of the provisions contained in O.M No.2/1/79 – PER dated 09-10-2012.

Eligible applicants shall be required to appear for a Screening Test of 100 marks. The Screening Test of 100 marks shall be of maximum 02 hours duration and will test the knowledge of the applicants in topics of General Knowledge, Office Procedure, Computers and English (viz. Grammar, Comprehension, etc.) The questions will comprise both objective type and descriptive type.

The final merit list, will be based on the marks obtained by the applicant in the Screening Test. It may be noted that failure to appear for the test, will render the applicant ineligible for selection.

Those desirous to apply shall submit their application in the prescribed Application Form enclosed herewith along with self- certified copies of the documents as mentioned in the Application Form.

Contd../-

Application Form without signature of the applicant and recommendation of the Head of Department shall not be accepted.

This Circular and Application Form is available on the Department website **www.dhe.goa.gov.in** and applicants may download the Application Form for their use.

The Application Form shall have to be routed through proper channel and should reach the Directorate of Higher Education, Porvorim on or before 31.10.2017. Application Form received thereafter shall be summarily rejected. The Directorate of Higher Education shall not be responsible for any delay either on part of the applicant's Department or by postal authorities in receipt of the Application Form within the stipulated date/time. Applicants are advised to personally submit the duly filled Application Forms to the Directorate of Higher Education before the prescribed date.

List of Candidates eligible to appear for the Screening Test will be displayed on the Departmental website. The venue, time, seat number and seating arrangement for the Screening test, will be displayed on the Departmental website. No written intimation whatsoever will be sent to the applicants.

This issues with the approval of the Government.

(Diwan N. Rane)
Under Secretary (Higher Education)

Encl: Annexure, Undertaking, Recommendation of Head of Department

To:-

All Heads of Departments with a request to circulate among the eligible LDCs of their offices and subordinate offices under their control.

ANNEXURE

**APPLICATION FORM FOR FILLING OF VACANT POSTS OF LDC's IN
THE DIRECTORATE OF HIGHER EDUCATION UNDER FR-15**

1. **Name of the Applicant**
(in capital letters)

:

(Surname)
2. **Father's Name in Full**

:

(Name)

(Middle Name)
3. **Date of regular appointment in Government service**
(If PETS, date of appointment on Regular basis as LDC)
(Enclose self-certified copy of Appointment order)

:
4. **Name of the Department / Office presently working**

:
5. **Present Pay**

:

Pay Matrix as on 31-10-2017:

Level:

Cell:
6. **Present address for Communication**

:

(a) Office

:

(b) Residence

:

(c) E-mail

:

(d) Mobile Number

:
7. **Category** (Schedule Caste, Scheduled Tribes, Physically Handicapped, Other Backward Class, Freedom Fighter, Ex-Serviceman, Sports Persons, General)
(Enclose self-certified copy of the Certificate concerned)

:
8. **Date of Birth**
(enclose self-certified copy of the Birth Certificate)

:
9. **Educational Qualification**

:

Qualification	Stream / Programme	% of Marks	Class Obtained	Month & Year of Passing
SSCE				
HSSCE				
Bachelor's Degree				
Others				

(enclose self-certified copy of respective marksheet(s) and passing certificate(s))

10. Applicant's should submit a resume of work assigned to them duly countersigned by the Controlling Officer.

Signature of the Applicant

UNDERTAKING

- (i) I hereby undertake and certify that I have read and fully understood the instructions and guidelines contained in the Circular issued by the Directorate of Higher Education, for transfer under FR-15 to the post applied for.
- (ii) I further undertake that all the statements made in this Application Form are true and correct to the best of my knowledge and belief.
- (iii) I further undertake that all the copies of the documents / certificates attached to this Application Form in support of my application to the post applied for, are self-certified true copies of the original documents/ certificates and the same are not false or fabricated.
- (iv) I understand that in the event of any information furnished or certificates attached by me, are found to be false or incorrect, my application for the post applied for this is liable to be cancelled/rejected even after selection.
- (v) I understand that I shall be held liable and for the consequences thereon, for any false declaration made or false certificates attached and the Director of Higher Education or my Head of Department may initiate disciplinary proceedings/ criminal proceedings against me as deemed fit.

**Signature of the Applicant
Name:**

Place:

Date:

Recommendation of Head of Department

1. I recommend the application of Shri / Smt / Kum / Ms. _____ for filling up of vacant post in the Directorate of Higher Education under FR-15.
2. It is certified that there are no disciplinary proceedings pending or contemplated against the applicant.
3. It is certified that applicant bears a good moral character and there are no complaints against the applicant as regards to the performance of his duties and integrity.
4. In the event of selection of the applicant, I undertake to relieve the applicant within a period of 30 days from the date of issue of the order of appointment of the applicant under FR-15 in the Directorate of Higher Education.

**Signature of the Head of Department
With office seal**

Place:

Date: