

Vidya Vikas Mandal's  
GOVIND RAMNATH KARE COLLEGE OF LAW  
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**VACANCY FOR THE POST OF LDC( MATERNITY LEAVE)**

Applications are invited for the post of Lower Division Clerk (LDC) (Maternity Vacancy – for 6 months ... 01 post ... General Category

**Essential Qualifications:-** Higher Secondary School Certificate (HSCC) from a recognized Board or equivalent, Should be Computer Literate and should possess at least one year working experience as an apprentice or in government or Semi-Government Organisation or in a Factory/Company or any private Establishment and should have typing speed of 30 words per minute.

There shall be a written test based on general knowledge, reasoning ability, quantitative aptitude, matters on current affairs and communication skills, Indian constitution/History/ Geography, State & National Political Affairs. Followed by a skill test.

**Age limit:** Age shall not exceed 40 years (relaxable for Government servants upto 5 years) in accordance with the instructions or orders issued by the Government from time to time.

**Pay and Service conditions:** as prescribed by Directorate of Higher Education, Govt. of Goa

Only the eligible candidate fulfilling the criteria as per recruitment rules/advertisement shall apply. Original documents are to be produced on the day of the test . Last date of receiving applications is on Friday 3<sup>rd</sup> October, 2024 before 12 noon.

Kindly visit the government portal at [www.goa.gov.in](http://www.goa.gov.in) for further details

**Test shall be conducted on Friday, 4<sup>th</sup> October, 2024 at 9.30am**



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MARGAO-GOA**

Ref: Office Memorandum No. 1/6/83-PER(Vol-II) Pt(a)/143 dated. 14/01/2019  
from DoP., Government of Goa, Secretariat, Porvorim Goa.

**Guidelines on Recruitment Procedure**

**Kindly take note the following guidelines:**

- 1) Verification of original document will be done on the date/day of Screening of Candidature of candidates applied for the post.
- 2) The Candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents even though passed the test.
- 3) A skill based as well as written test shall be held for recruitment to the said post.
- 4) The syllabus for written test shall be based on general knowledge, reasoning ability, mathematical ability, current affairs, communication skills, Indian constitution, State and National Political Affairs, Information Technology (IT).
- 5) The total marks for the written test shall be 100 and will be of 90 minutes duration.
- 6) Skill test/aptitude test, will be considered for screening eligible candidates and only qualified candidates shall be called for written test.
- 7) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written test as per merit.
- 8) The result will be displayed on the notice board of the College and also on the website.
- 9) If two or more candidates secure equal marks in the written examination then order of merit shall be **as per the date of birth** and if in case the date of birth is also same, then the candidate possessing **higher education qualifications** will be placed higher in the merit list.
- 10) There shall be no allocation of marks for educational qualifications and selection of the candidates shall be done strictly as per the marks scored in written test.
- 11) The Appointing Authority shall verify the documents of equal number of candidates as number of post advertised plus 10% wait list candidates. The verification process shall be conducted on the same date.
- 12) Once the final selection list is prepared, the Appointing Authority will arrange to verify the essential qualification of the candidates and ensure that the candidate is eligible vis-à-vis essential qualification/criteria for the post as per the recruitment rules.
- 13) The process of selection comes to an end once the vacancies advertised are filled up. The wait list shall not be used as a reservoir to fill up the vacancies which comes into existence after the issuance of the advertisement.

Place: Margao-Goa.

