

Matter pertains to GTDC, therefore original letter with enclosure is returned ~~to GTDC~~ ~~to GTDC~~



Government of Goa
Administrative Reforms Department
Secretariat, Porvorim-Goa
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Department of Tourism
Paryatan Bhavan, Patto-Panaji
Inward No.: 17592
Date: 19/11/18

No. 9/15/IDCO/2018-ARD 372

Dated: 15/11/2018

To,
The Director,
Tourism Department,
Panaji, Goa.

Forward
to
MD, GTDC

Sub: Approval by High Level Empowered Committee (H.L.E.C.) for the finalized manpower assessment of the Goa Tourism Development Corporation.

Sir,

I am directed to forward herewith an Order approved by the High Level Empowered Committee (H.L.E.C.), applicable to the Goa Tourism Development Corporation appending herewith the Annexure 'A' indicating finalized sanctioned strength of the Goa Tourism Development Corporation for the next five years. In case there are any errors/discrepancies in respect of existing manpower of the Corporation, a reference shall be made to Addl. Secretary (Personnel) within a period of 15 days from the receipt of this letter and no reference shall be entertained thereafter.

A separate order may be issued for creation of posts only in the cases where new creation is involved after obtaining necessary administrative approval as per the enclosed proforma and thereafter notify the final sanctioned strength in the Official Gazette as per the enclosed proforma within a period of one month from the date of receipt of this letter.

Action in this regard may be taken immediately and copy of the Orders issued along with Action Taken Report may be furnished to this Department within 1 (one) month of receipt of this letter.

Yours faithfully,

(Vijay M. Paranjape)
Addl. Secretary (Admin. Reforms)

Encl: As above.

Copy to :

The Chairman, Goa Tourism Development Corporation, Panaji, Goa.





Department of Personnel
Government of Goa
Secretariat, Porvorim-Goa -403521

No:9/10/HILEC/2018-ARD

Dated:15/11/2018

ORDER

Read: Notification no. 1/1/2017-Addl Secy (Per) dated 22.11.2017

1. Approval of the High Level Empowered Committee is hereby accorded for creation/revival of the post and accordingly finalized total strength of Goa Tourism Development Corporation for next five years is appended to this order as Annexure 'A'.
2. The Department shall be allowed to fill up the posts on following terms and conditions:

(i) The posts of LDCs shall be filled from the common list maintained by the Personnel Department selected in order of merit through common recruitment module. For recruitment of LDCs, the Department shall furnish the requirement of these posts to the Personnel Department in the prescribed proforma which will be circulated separately.

(ii) All the posts of Data Entry Operators may be re-designated as LDC and their inter-se seniority with LDC may be fixed as per rules in force.

(iii) All officials designated as Asst. Data Entry Operators, who are fulfilling the R.Rs prescribed for the post of LDC shall be upgraded by re-designating the same as LDC. The Seniority amongst such Asst. Data Entry Operator upgraded herein vis-a-vis the existing feeder posts shall be determined from the date of their up-gradation. Those officials designated as Assistant Data Entry operators who are not fulfilling the R.Rs prescribed for the post of LDC shall be downgraded to the post of Multi Tasking Staff (MTS), however their present pay should be protected and their seniority vis-a-vis the existing feeder posts may be determined from the date of their initial appointment.

[Signature]
15/11/18

(iv) There shall be no contractual appointment in Group "C" and erstwhile Group "D" beyond 31/10/2018 except those given below:

- (a) The provision of this order shall not cover the contractual appointments made under O. M dated 26/09/2017.
- (b) The Contractual appointments made under specific existing scheme of State or Central Government and have been duly approved by HLEC with a condition that their contractual appointment should be only for one year. After expiry of such contract the Department can undertake the process of selection by way of fresh advertisement for further period of maximum one year after assessing the requirement of the Department except for reemployed retired Government servants. ✓
- (c) The tenure contract/co-terminus appointment (for a fixed period) which has been duly recommended by the IDCO and approved by the HLEC for specific reason only.
- (d) Appointments on teaching/ academic positions in Educational institutions where the contractual appointments shall be only for one year. After expiry of such contract, the Department can undertake the process of selection by way of fresh advertisement.
- (v) While filling the post on regular basis, Department may reduce their approved staff strength to the extent of total number of contractual people working in the Department against the same post except the contractual appointments made in accordance with clause (iv) above. The post of LDC and MTS shall accordingly be rationalized after considering DEOs and ADEOs in the feeder list of LDC or MTS as the case may be.
- (vi) The Department has to work out the exact number of existing and the anticipated vacancies (vacancies likely to occur) in a particular recruitment year (calendar year) so that the process of filling up these vacancies can be taken up simultaneously. However, in case of anticipated vacancies the post will be filled as and when the actual vacancy occurs in respective cadre. The Department shall not be allowed to advertise the posts which will occur beyond the recruitment year and in no case the Department shall be allowed to fill up the posts more than the post advertised. In every recruitment year, the Department should advertise the vacancies before 30th June and complete the procedure by 31st December. ✓


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(vii) All the existing Daily Wage sweepers/ Watchman/Security Guard shall be re-appointed through the Goa Human Resource Corporation as per the policy being notified by the Personnel Department which will be circulated separately. The Department shall not be allowed to continue any such Daily Wage sweepers/ Watchman/Security Guard beyond 31/10/2018. ✓

(viii) If there are any NMR employees in the Department, the posts of MTS shall not be filled till the policy in this regard is notified by the Government.

(ix) As regards to the requirement of vehicles and Drivers the same will be assessed separately. The Department shall not be allowed to fill up the posts of Drivers unless the purchase of vehicle and filling up of post of Driver by Direct Recruitment is approved by the IDCO/HLEC.


✓ (x) The recruitment to all the Group "C" posts shall be done only through written examination or Computer Based Recruitment Test mode and Department shall not give weightage to any other aspect once the candidate fulfills the essential qualification and is eligible under the Recruitment rules. Further, if the Department receives large number of applications, then they are allowed to conduct screening test for shortlisting the candidates if so desired by the Department, provided the same is part of the advertisement. ✓

✓ (xi) The Final Merit list of the candidates shall be prepared on the basis of marks obtained in the written examination only and not on any other criteria such as additional qualification or additional experience, etc.

✓ (xii) The Department can conduct the written test on its own or outsource the same to the Goa Board of Secondary and Higher Secondary Education, Goa Education Development Corporation, Goa University, Government Polytechnics or any other competent agencies/institutions as approved by the Hon'ble Chief Minister on case to case basis.

✓ (xiii) In case the Recruitment Rules prescribe minimum skills, such skill test shall be conducted for the purpose of screening. Only those candidates clearing skill test shall be allowed to appear in the written test. The skill test is distinct from written test and no separate weightage shall be given to the skill test while drawing final merit list of the candidate. ✓

3. The Head of the Department shall ensure that this order is complied in letter and spirit and any deviation to this shall be viewed seriously.


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4. The Head of Department shall issue separate instructions/order covering all the aspects specified above including sanctioned strength of each post and the budget head under which the posts are created/revived, as required, by citing the reference of this invariably in such orders.

Note: 1. In case the department requires any clarification in respect of this order, a reference shall be made to the Personnel Department through Under Secretary, Personnel-II).

2. In case there are any errors/discrepancies in respect of already existing manpower of the Department, a reference shall be made to Addl. Secretary (Personnel) within a period of 15 days from the receipt of this order and no reference shall be entertained thereafter.



By order and in the name of
Governor of Goa

Additional Secretary (Per)
Chairman, IDCO



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Department of Personnel
Government of Goa
Secretariat, Porvorim, Goa-403521.



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File No. 1/6/83-PER (Vol. II) Pt. (a)/143

Dated: 14/01/2019

Read: i) O.M. No.1/6/83-PER(VOL.II)Pt.(a)/100 dated 08/01/2016.

ii) O.M. No. 9/4/2005-PER/2829 dated 05/11/2018

iii) O.M. No. 9/4/2005-PER dated 22.11.2016

OFFICE MEMORANDUM

Sub: Guidelines on Recruitment Procedure for filling up of Group 'C' posts.

1. The Government vide office memorandum referred in the preamble at i) dispensed with the requirement of interviews for recruitment in all Group "C" posts until further orders.
2. The Government vide office memorandum referred in the preamble at ii) had laid down instructions for seeking No Objection Certificate from Department of Personnel for filling up of post by direct recruitment.
3. References are being received, seeking clarification vis a vis selection procedure sans oral interview and No Objection Certificate for filling up of posts. The matter has been considered and the following procedure is laid down:
 - (i) Once the vacancies are determined, the department may initiate the process of filling up the posts by keeping aside the required number of posts in terms of Office Memorandum No. 10/1/86-PER (Part) dated 26/08/2005 and subsequent amendments thereto and Notification No. 11/13/91-HD (G) dated 20/08/2013, published in the Official Gazette Series I No. 22 dated 29/08/2013, providing reservation for compassionate appointment and reservation for children of freedom fighters, respectively.
 - (ii) The posts so reserved shall immediately be informed to the Personnel Department, so as to enable them to fill up the posts from the schemes of compassionate appointment/children of freedom fighters. The

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Concerned Head of Department and Secretary to the Department shall be personally responsible for its compliance.

- (iii) Now therefore, in supersession of all the instructions with respect to seeking of NOCs for filling up of post by direct recruitment including the Office Memorandum referred in the preamble at ii), there shall be no requirement of No Objection Certificate from this Department, for filling up of posts by direct recruitment. However, the Departments shall scrupulously follow the instructions as stated at para 3(i) &(ii) above.
- (iv) The ban on recruitment imposed vide office memorandum referred in preamble at iii), shall not be applicable to those departments where the competent authority has issued order conveying the final sanctioned strength as per the approval of High Level Empowered Committee (HLEC).
- (v) The Departments shall accordingly proceed to advertise the post for filling up by direct recruitment.
- (vi) A Detailed advertisement of all the posts/vacancies containing the terms and conditions along with the Proforma of application, documents required and the instructions shall be published on the Government of Goa Portal, www.goa.gov.in at least one day prior to publication of advertisement in the newspaper.
- (vii) A short advertisement shall be published in the two widely circulated local daily newspapers, one in English and other in vernacular language. Advertisement shall also be published in "National Career Centre" Portal through Labour Department.
- (viii) The short advertisement published in local daily must include a reference that the candidate shall refer to the detailed advertisement uploaded on the portal www.goa.gov.in.
- (ix) Candidate must be given at least 15 clear days to apply from the date of Publication of advertisement in the newspaper.
- (x) In order to simplify the procedure, a clause shall be inserted in the advertisement that "only the eligible candidates fulfilling the criteria as per recruitment rules/ advertisement shall apply and the candidates

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need not furnish any documents at the time of applying for the post. However, 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 has passed the examination" The Departments shall also provide for verification clause in the application as follows: "Is/d/w of hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post."

- (xi) A written examination shall be held for recruitment of all group 'C' posts. The examination may be conducted departmentally, wherever the department possesses the requisite expertise and capacity to conduct the examination.
- (xii) Alternatively, the Departments may conduct examination through the following institutions/ entities:
 - (i) Goa Education Development Corporation. ✓
 - (ii) Goa University.
 - (iii) Goa Board of Secondary and Higher Secondary Education.
 - (iv) Directorate of Higher Education.
 - (v) Directorate of Technical Education.
 - (vi) Government Polytechnic. ✓
 - (vii) Any other recognized Institution with prior approval of Personnel Department.
- (xiii) The Head of Department may also approach Department of Information Technology for conducting online test.
- (xiv) Wherever the Department decides to conduct examination through aforesaid institutions, the concerned Head of Department shall finalize the Institution with its consent before conducting examination.
- (xv) Syllabus and scheme of examination shall be designed by considering the nature of duties assigned to the posts and published in the notice inviting applications on the web portal www.goa.gov.in. The syllabus may encompass questions based on essential qualification, general knowledge, reasoning ability,

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quantitative aptitude, etc, commensurate with the degree/level of understanding required for the post.

(xvi) The total marks of written examinations shall be 100 marks and duration of examination shall be decided by the concerned Department according to the nature of examination i.e. subjective or objective or combination of both.

(xvii) Physical endurance test shall be conducted for the posts which require physical standards in terms of recruitment rules and only the successful candidates shall be shortlisted for written examination. Such test shall be conducted prior to written examination.

(xviii) Physical endurance test or skill/aptitude test being qualifying in nature shall not be considered for drawing merit list.

(xix) Skill test/aptitude test, wherever necessary, may be considered for screening eligible candidates to be called for written examination and only qualified candidates shall be called for written examination.

(xx) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination as per merit. The Head of Department/ Appointing Authority shall publish the entire result on the notice board of the Department, as well as on the portal www.goa.gov.in.

(xxi) If two or more candidates secure equal marks in the written examination 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.

(xxii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written/online examination and as per procedure laid down in this Office Memorandum.

4. The Head of the Department/ Appointing Authority shall based on the

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results declared on the web portal www.goa.gov.in, proceed to 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/s when the Department selection committee shall meet for finalizing the select list.

5. Role of Departmental Selection Committee (DSC):

- (i) The members of Departmental Selection Committee shall ensure that, the Departmental Selection Committee is constituted in terms of standing instructions/guidelines issued from time to time. The Head of Department/Appointing Authority/Chairman of Departmental Selection Committee shall furnish a copy of Notification in this regard, at the request of the member.
- (ii) In the event, the expert members from OBC/ST/SC/Ex-serviceman does not attend the selection committee meeting, after being duly served at least three clear days in advance, the Chairman of the Departmental Selection Committee/Head of Department, if the Chairman is other than Head of Department, shall intimate the fact to the controlling Officer/Department or Institution for further action against such Officer, unless the officer justifies the non-attendance.

Further, absence of expert shall not invalidate the selection proceedings and the Departmental Selection Committee shall proceed with the selection process. The role of the expert members shall be limited to ensuring that the roster/ reservation register is verified by the Competent Authority and that the candidate possesses valid caste/discharge certificate issued by the competent Authority.

- (iii) The Departmental Selection Committee shall check the copy of the advertisement published in local dailies and ascertain the number of posts advertised alongwith details of reservation of vacancies so advertised.
- (iv) The Departmental Selection Committee shall first proceed to shortlist candidates belonging to person with disability category and ex-

servicemen category based on merit. The candidates so shortlisted shall be adjusted against the category to which they belong i.e. unreserved, scheduled tribes, scheduled castes, and other backward classes. The vacancies in these categories shall be reduced to that extent. In case, persons under these categories are not available, the number of such advertised vacancies shall be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 05 UR, 02 ST, 01 SC and 02 OBC, out of which 01 post to be filled from person with disability category and 01 post under ex-servicemen category and if the candidate under person with disability category is unavailable, it shall be deducted from unreserved category. i.e. $5-1=4$. i.e. the Departmental Selection Committee shall proceed to select only 04 candidates belonging to unreserved category.

- (v) The Departmental Selection Committee shall then proceed to select candidates of unreserved category as per the descending order of marks scored in written/online examination.
- (vi) In case of candidates belonging to reserved category, who by virtue of their merit in written examination are eligible for selection against unreserved category, they shall be adjusted against unreserved category, only if they have not availed age relaxation or any other concession/relaxation other than payment of fees.
- (vii) Once the Departmental Selection Committee finalizes the list of Unreserved Category candidates, it shall proceed to prepare selection list of reserved category candidates.
- (viii) The Department shall, once the final selection list is prepared, 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.
- (ix) The Departmental Selection Committee shall, in addition to the select list also prepare a separate wait list upto 10% of the vacancies based on merit of the candidates in their respective category:

Provided further that the candidate from the wait list may be considered, only if the candidate from the select list does not accept

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the offer of appointment.


- (x) 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.
- (xi) The wait list shall lapse on the declaration of the date of a subsequent examination for the same category or after a period of one year from the date of preparation of such wait list, whichever is earlier.

- (xii) The quorum:-

Non-attendance/non availability of any member of the Departmental Selection Committee other than Chairman shall not invalidate the proceeding of such committee provided minimum 2 members were present.

- (xiii) Final Selection List:

Once the Departmental Selection Committee prepares the final selection list and wait list, which shall be subject to verification of documents, the Head of Department/ Appointing Authority shall publish these lists on notice board and on the web portal www.goa.gov.in preferably on the same day, but not later than three days from the date of meeting of selection committee. In case the selection committee meeting was held on more than one day, then the period of three days shall be counted from the last day of such meeting.


14.1.2017
(Harish N. Adconkar)
Under Secretary (Personnel-I)

To,

1. All Heads of Departments/ Offices.
2. IDCO and HLEC, with a request to modify the terms and conditions in the assessment orders as per the Office Memorandum.
3. All Corporations/Autonomous Bodies.
4. All Secretariat Departments.
5. The Secretary, Goa Public Service Commission, Panaji.