



**DIRECTORATE OF INDUSTRIES, TRADE & COMMERCE
GOVERNMENT OF GOA**

Udyog Bhavan, 1st Floor, Panaji Goa – 403 001

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No. DITC/ADM/GEN-615/2021

Dated: - 29/09/2021

CORRIGENDUM

Ref:- Notification No. DITC/ADM/GEN-615/2021/796 dated 27/09/2021 published on 28/9/2021.

Point 'C of above referred Notification dated 28/9/2021 may be read as :

“Interested and eligible candidates should fill the prescribed Application Form alongwith Declaration through online mode only available at <https://cbes.goa.gov.in> from 30/9/2021 till 14/10/2021. No application shall be accepted/considered after the last date of application. No application shall be accepted in any other mode”.


(Swetika Sachan, IAS)
Director
Industries Trade and Commerce

To,
The Director,
Department of Information & Publicity,
Panaji-Goa.

Copy to:-

1. The Director, Department of Printing & Stationery, Panaji.
2. The Director (IT), Department of Information Technology, Altinho, Panaji.. to kindly take note of the extended date (i.e. from 30/9/2021 till 14/10/2021)
3. Office copy
4. Guard file.



DIRECTORATE OF INDUSTRIES, TRADE & COMMERCE
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Udyog Bhavan, 1st Floor, Panaji Goa - 403 001

Ph.: (0832) 2222241, 2420787 Fax: 2224116 e-mail: dir-indu.goa@nic.in Website: www.ditc.goa.gov.in

No. DITC/ADM/GEN-615/2021 / 796

Dated: 27/09/2021

NOTIFICATION

NOTICE INVITING APPLICATIONS FOR FILLING UP POSTS OF INDUSTRIES INSPECTOR/ECONOMIC INVESTIGATOR, JUNIOR STENOGRAPHER, LOWER DIVISION CLERK AND MULTI TASKING STAFF.

Applications are invited in prescribed form^a through online mode only by the Director of Industries Trade and Commerce for filling up the following vacancies in the Directorate of Industries, Trade and Commerce, Government of Goa, Panaji-Goa by Direct Recruitment.

| Sr. No. | Designation of post | No. of vacancies and category of reservation | | Pay Matrix as per 7 pay commission | Educational Qualification | |
|---------|--|--|-----------|------------------------------------|---------------------------|--|
| (1) | (2) | (3) | | (4) | (5) | |
| 1) | Industries Inspector/ Economic Investigator | UR | 02 | Pay Matrix Level-5 | <u>Essential:-</u> | 1. Degree of a recognized University preferably in Science/ Commerce/ Economics. 2. Knowledge of Konkani. |
| | | Total: | 02 | | <u>Desirable:-</u> | 1. Experience in the Industrial field in the case of Industries Inspector. 2. Knowledge of Marathi. |
| 2) | Jr. Stenographer | UR | 02 | Pay Matrix Level-4 | <u>Essential:-</u> | 1. Higher Secondary School Certificate or equivalent qualification from a |
| | | OBC | 01 | | | |
| | | Total: | 03 | | | |

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| | | | | | | |
|----|----------------------|---|-----------|--------------------|--|---|
| | | | | | | <p>recognized institution.</p> <p>2. Should be Computer literate.</p> <p>3. Speed of 100 words per minute in Short hand and 35 words per minute in typewriting.</p> <p>4. Knowledge of Konkani.</p> <p>Desirable:</p> <p>1. Knowledge of Marathi.</p> |
| 3) | Lower Division Clerk | UR | 06 | Pay Matrix Level-2 | Essential:- | <p>1. Possessing Higher Secondary School Certificate from a recognized Board or equivalent.</p> <p>2. Should be Computer Literate.</p> <p>3. Knowledge of Konkani.</p> |
| | | ST | 01 | | | |
| | | OBC | 03 | | | |
| | | EWS | 01 | | | |
| | | Total: | 11 | | | |
| | | Out of 11 post of LDC, 1 post is reserved for PwD (hearing impairment) category | | | | |
| 4) | Multi Tasking Staff | UR | 02 | Pay Matrix Level-1 | Essential: | <p>(1) Passed Secondary School Certificate Examination from a recognized Board/Institution.</p> <p>OR</p> <p>Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution,</p> <p>Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <p>(2) Knowledge of Konkani.</p> |
| | | ST | 01 | | | |
| | | OBC | 02 | | | |
| | | EWS | 01 | | | |
| | | Total: | 06 | | | |
| | | | | Desirable: | <p>(i) Knowledge of Marathi.</p> <p>(ii) Multi -tasking skills such as knowledge of operating office machines including computers.</p> | |

B. Age limit prescribed: - Not exceeding 45 years as on last date of the advertisement. (Relaxable for Government servants and reserved categories candidates i.e. ST/OBC/SC/Ex-Serviceman/PH in accordance with the instructions or orders issued by the Government from time to time).

C. Interested and eligible candidates should fill the prescribed Application Form along with Declaration through online mode only available at <https://cbes.goa.gov.in> from 30/09/2021 to 11/10/2021. No application shall be accepted/considered after the last date of application. No application shall be accepted in any other mode.

D. Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. However candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though has passed the examination.

E. The instructions/guidelines regarding eligibility, payment of fees etc. available on the Departmental website www.ditegoa.gov.in, cbes.goa.gov.in, www.goa.gov.in shall strictly be adhered by each and every candidate, which will be made available from 30/09/2021 onwards.

F. In respect to PH category candidates, guidelines issued and as amended from time to time by Directorate of Social Welfare will be followed.

G. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

(Swetika Sachan, IAS)
Director of Industries Trade & Commerce

To,

The Director of Printing & Stationary, Government Printing Press, Panaji-Goa... for favour of publication in the official Gazette.

INSTRUCTIONS TO THE CANDIDATES

1. The candidates shall strictly follow the instructions (Post-wise and General) as detailed below for applying to the following posts advertised by this Department:-

| Sr. No. | Designation of post | No. of vacancies and category of reservation | | Pay Matrix as per 7 pay commission | Educational Qualification | |
|---------|--|--|----|------------------------------------|---------------------------|--|
| (1) | (2) | (3) | | (4) | (5) | |
| 1) | Industries Inspector/ Economic Investigator | UR | 02 | Pay Matrix Level-5 | <u>Essential:-</u> | 1. Degree of a recognized University preferably in Science/Commerce/Economics. 2. Knowledge of Konkani. |
| | | Total: | 02 | | | |
| | | | | | <u>Desirable:-</u> | 1. Experience in the Industrial field in the case of Industries Inspector. 2. Knowledge of Marathi. |
| 2. | Jr. Stenographer | UR | 02 | Pay Matrix Level- 4 | <u>Essential:-</u> | 1. Higher Secondary School Certificate or equivalent qualification from a recognized institution. 2. Should be Computer literate. 3. Speed of 100 words per minute in Short hand and 35 words per minute in typewriting. 4. Knowledge of Konkani. |
| | | OBC | 01 | | | |
| | | Total: | 03 | | | |
| | | | | | <u>Desirable:</u> | 1. Knowledge of Marathi. |

| | | | | | | |
|--------------------|----------------------|---|-----------|--------------------|--|--|
| 3 | Lower Division Clerk | UR | 06 | Pay Matrix Level-2 | <u>Essential:-</u> | <ol style="list-style-type: none"> 1. Possessing Higher Secondary School Certificate from a recognized Board or equivalent. 2. Should be Computer Literate. 3. Knowledge of Konkani. |
| | | ST | 01 | | | |
| | | OBC | 03 | | | |
| | | EWS | 01 | | | |
| | | Total: | 11 | | | |
| | | Out of 11 post of LDC, 1 post is reserved for PwD (hearing impairment) category | | | | |
| <u>Desirable:-</u> | | | | | <ol style="list-style-type: none"> 1. Knowledge of Marathi. | |
| 4. | Multi Tasking Staff | UR | 02 | Pay Matrix Level-1 | <u>Essential:</u> | <ol style="list-style-type: none"> 1. Passed Secondary School Certificate Examination from a recognized Board/Institution. <ul style="list-style-type: none"> i. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. |
| | | ST | 01 | | | |
| | | OBC | 02 | | | |
| | | EWS | 01 | | | |
| | | Total: | 06 | | | |
| | | <u>Desirable:</u> | | | | |

2. APPLICATION FORM:-

- (a) The candidates shall fill and submit the prescribed Application Form through online mode only available at <https://cbes.goa.gov.in>, www.ditc.goa.gov.in, www.goa.gov.in The candidate shall apply for the post within the time limit prescribed.
- (b) For filling up of application form through online mode via above website, the candidate shall register through a valid email-id and mobile number of the candidates.
- (c) The candidate shall fill the online application form as per the instructions mentioned therein. No field shall be left blank or wrongly filled as the selection process will be based on the information furnished.
- (d) The application form will not be accepted in any other mode and after the last date notified to submit the applications.
- (e) Only eligible candidates fulfilling the criteria as per Recruitment Rules/Advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. The candidate must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned herein below at pt. 3 in original on the date of filling up of the application form. The crucial date for determining the age, qualification and experience shall be 11/10/2021 for above post.
- (f) The Candidates shall be responsible for the genuineness of the information filled in the application form.
- (g) In the event, the candidate submits false information/false declaration/false or bogus certificate/documents, and the same is detected before, during or after the verification, (which may be also done post appointment in respect of selected candidates) the candidate is liable to be disqualified at any time during the recruitment process and shall be subject to prosecution in accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

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3. DOCUMENTS/CERTIFICATE REQUIRED:-

- i) Certificate of Educational Qualification with mark sheet of the qualifying examination as applicable for the post as per column No. 5 of Post wise Instructions given above.
- ii) Valid Employment Exchange Card.
- iii) Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.
- iv) Birth Certificate.
- v) Aadhar card/EPIC card.
- vi) Valid Caste Certificate issued by the competent authority in respect of the reserved category.
- vii) Recognized Steno certificate having minimum Speed of 100 words per minute in Short hand and 35 words per minute in typewriting.
- viii) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education as per column no. 5 of Post wise Instructions given above.
- ix) Valid Economically Weaker Section Certificate issued by the competent authority of the State of Goa.
- x) Work experience certificate detailing the type of task/job handled (if any)

4. APPLICATION FEE:-

- i) The candidates shall pay the application fee as detailed below through online mode only as per the mode of payment available therein.

| Category | Amount in Rupees | |
|-------------|--|-------------------------------------|
| | Industries Inspector/ Economic Investigator | Junior Stenographer, LDC and MTS |
| Gen/OBC/EWS | 200/- | Rs.100/- |
| SC/ST/PwD | 100/- | Rs.50/- |

- ii) The process of submission of application form will be complete only on successful payment of the application fee and generation of e-receipt.
- iii) Neither the candidate will be able to make any changes to the application form thereafter nor any requests for changes/editing to the application form will be entertained by this Directorate.
- iv) The application fee paid by the candidates is not refundable.
- v) Incomplete application forms and form without prescribed application fee shall be summarily rejected and no correspondence will be entertained against such rejection.
- vi) The candidate shall not send printout of the application form or any documents to this Directorate on successful online submission of the application form.

- vii) The candidates are advised in their own interest to apply online much before the last date of application to avoid possibility of congestion in the network. This Directorate shall not be responsible for inability of the candidate to submit their application within the last date on account of aforesaid reason or any other reason beyond the control of this Directorate.

5. DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION FORM:-

(a) Candidate Photograph

(b) Signature

in JPEG/JPG format of size less than 1MB

6. AGE LIMIT:-

Not exceeding 45 years as on date of filling up of the application form. However, category wise age relaxation is as under:

| Sr. No. | Categories | Years of age relaxable |
|---------|--------------------------|------------------------|
| 1. | Government Servants | 5 years |
| 2. | ST/SC | 5 years |
| 3. | OBC | 3 years |
| 4. | Person with Disabilities | 10 years |

7. APPLICATION OF IN-SERVICE CANDIDATES:

The candidates who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

8. CONDITIONS FOR EXAMINATION:

- (a) The candidate will have to undergo Skill/ Aptitude/ written test (examination), as applicable. Skill/ Aptitude 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.
- (b) The date, time and venue of the written examination will be informed to the eligible candidates through letter/notice in local newspaper.
- (c) The total marks of written examination shall be 100 and duration of examination shall be decided as per nature of examination i.e. subjective or objective or combination of both.

- (d) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit. Skill/ aptitude test being qualifying in nature shall not be considered for drawing merit list.
- (e) The shortlist shall be displayed on the Department's website i.e. www.ditc.goa.gov.in and Portal www.goa.gov.in
- (f) The shortlisted candidates will be required to submit the attested copies of the documents along with the original documents for verification on the prescribed date and time.
- (g) The syllabus for the Examination as follows :-

1. Industries Inspector/Economic Investigator: (100 marks).

- | | | |
|--|------|----------|
| 1) General knowledge and Current Affairs | | 10 marks |
| 2) General Mathematics | | 10 marks |
| 3) Logical Reasoning | | 10 marks |
| 4) General English | | 10 marks |
| 5) Computer Fundamentals | | 10 marks |
| 6) Micro Small Medium Enterprise Development Act, 2006 | | 20 marks |
| 7) Schemes related to Umbrella, Schemes for MSME, 2017 | | 15 marks |
| 8) Scheme related to Prime Minister Formalization of Micro Food Processing Enterprises, 2020 | | 05 marks |
| 9) Scheme related to Prime Minister's Employment Generation Employment | | 05 marks |
| 10) Cluster Development Programme: | | 05 marks |
| i) Micro Small Enterprise Cluster Development Programme | | |
| ii) Scheme of Fund for Re-Generation of Traditional Industries. | | |

2. Junior Stenographer:

Exam will be conducted in 2 parts:

Part (A) All candidates will have to undergo a Skill Test in Shorthand and typing. Candidates Qualifying with minimum required speed as per RRs (Shorthand: 100 WPM and Typing: 35 WPM) will have to undergo a final selection test of 50 marks as per the given syllabus.

Part (B) Syallbus of Written test- to be answered by candidates shortlisted on the basis of Skill test.

| | | |
|---|------|----------|
| 1) General knowledge and Current Affairs | | 10 marks |
| 2) General Mathematics | | 05 marks |
| 3) Logical Reasoning | | 05 marks |
| 4) General English | | 05 marks |
| 5) Computer Fundamentals | | 15 marks |
| 6) Legal Awareness | | 05 marks |
| 7) Knowledge of Schemes related to Industries | | 05 marks |

3. Lower Division Clerk : (100 marks)

| | | |
|---|------|----------|
| 1) General Knowledge and Current Affairs | | 20 marks |
| 2) General Mathematics | | 15 marks |
| 3) Logical Reasoning | | 15 marks |
| 4) General English | | 15 marks |
| 5) Computer Fundamentals | | 15 marks |
| 6) Right to Information Act 2005 | | 10 marks |
| 7) Legal Awareness | | 05 marks |
| 8) Knowledge of Schemes related to Industries | | 05 marks |

4. Multi Tasking Staff: (100 marks)

| | | |
|---|------|----------|
| 1) General Knowledge and Current Affairs | | 20 marks |
| 2) General Mathematics | | 15 marks |
| 3) Logical Reasoning | | 15 marks |
| 4) General English | | 15 marks |
| 5) Computer Fundamentals | | 15 marks |
| 6) Right to Information Act 2005 | | 10 marks |
| 7) Legal Awareness | | 05 marks |
| 8) Knowledge of Schemes related to Industries | | 05 marks |

9. SOLICITING AND CANVASSING:-

Soliciting or canvassing in any form or influencing this Department in any manner by a candidate shall disqualify the candidate and the decision of the Department in this respect shall be final.

The decision of the Department with regard to the manner connected with the recruitment will be final in all respect and the Department reserves the right to make change in or to cancel the recruitment process and instructions without assigning any reason thereof.



(Swetika Sachan, IAS)
Director of Industries Trade & Commerce