



Government of Goa
Directorate of Transport

1st floor, Junta House, Panaji-Goa
Ph: 0832-2225606, Fax: 0832-2225724
Email : dir-tran.goa@nic.in,
website: www.goatransport.gov.in



No.D.Tpt/EST/Recruitment/3017/2021/3140

Dated: 02/12/2021

INSTRUCTIONS TO THE CANDIDATES

The candidates shall strictly follow the instructions (Post-wise and General) as detailed below for applying for the following Group 'C' posts advertised by this Department vide Notice No.D.Tpt/EST/Recruitment/3017/2021/3139 dated 02/12/2021.

Sr. No.	Name of the post	Category & No. of Vacancies		Pay Matrix as per 7 th Pay Commission	Educational Qualification
(1)	(2)	(3)		(4)	(5)
1.	Assistant Motor Vehicles Inspector	Un-reserved	02	Pay Matrix, Level-5.	Essential:- (1) Minimum general educational qualification of a pass in X Standard; and (2) A Diploma in Automobile Engineering (3 year course). OR (2) A Diploma in Mechanical Engineering awarded by the State Board of Technical Education (3 year course). (3) Working experience of at least one year in a reputed automobile workshop which undertakes repairs of light motor vehicles, heavy goods vehicles and passenger motor vehicles fitted with petrol and diesel engine. (4) Must hold a driving licence authorising him to drive motorcycle, heavy goods vehicles and heavy passenger motor vehicles. (5) Knowledge of Konkani. Desirable:- Knowledge of Marathi.
		SC	01		
		OBC	01		
		TOTAL	04		
2.	Jr. Steno-grapher	Un-reserved	01	Pay Matrix, Level-4.	Essential:- (1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education. (2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing. (3) Minimum three months certificate course in Computers. (4) Knowledge of Konkani. Desirable:- Knowledge of Marathi.
		OBC	01		
		Ex-Servicemen	01		
		TOTAL	03		

3.	Lower Division Clerk	Un-reserved	05	Pay Matrix, Level-2.	<p>Essential:-</p> <p>(1) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.</p> <p>(2) Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English.</p> <p>(3) Knowledge of Konkani.</p> <p>Desirable:- Knowledge of Marathi.</p>
		SC	01		
		OBC	03		
		EWS	02		
		Ex-Servicemen	01		
		*PwD	01		
		TOTAL	13		
*PwD – 01 (Person with deaf and hard of hearing).					
4.	Driver (LMV)	OBC	01	Pay Matrix, Level-2	<p>Essential:-</p> <p>(1) Passed Secondary School Certificate Examination from a recognized Board/ Institution.</p> <p>OR</p> <p>Successfully completed the course conducted by a recognized Industrial Training Institute.</p> <p>(2) Driving License for light vehicles.</p> <p>(3) Knowledge of Konkani.</p> <p>Desirable:- Knowledge of Marathi.</p> <p><i>(Note:-</i></p> <p>❖ Direct recruits and promotes will have to pass practical driving test conducted by the D.S.C./D.P.C. before selection.</p> <p>❖ Motor Vehicle Inspector from the Directorate of Transport will be associated to the D.S.C./ D.P.C. as an expert).</p>
		Ex-Servicemen	01		
		TOTAL	02		
5.	Multi-Tasking Staff	Un-reserved	05	Pay Matrix, Level-1	<p>Essential:-</p> <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 recognised 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> <p>Desirable:-</p> <p>i) Knowledge of Marathi.</p> <p>ii) Multi-tasking skills such as knowledge of operating office machines including computers.</p>
		EWS	02		
		Ex-Servicemen	02		
		*PwD	01		
		TOTAL	10		
		*PwD – 01 (Person with blindness and low vision).			

GENERAL INSTRUCTIONS:-

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>. **The candidate shall apply for the post within the prescribed time limit.**
- (b) For filling up of the Application Form through online mode via the above website, the candidate shall register through a valid email-id and mobile number of the candidates. On registration, an acknowledgment message will be sent to the registered mobile number of the candidate immediately.

- (c) All call letters will be issued only on the email address furnished by the candidates in the online Application Form and no hard copy will be sent to the candidates. A Press Note will be issued to intimate the scheduled date for the Skill/Typing Test and Written Examination/Final Selection Test of the concerned post.
- (d) The candidate will be sent intimations on registered email about the venue for the Written Examination along with Examination Hall Ticket which the candidate will have to print and produce the Examination Hall Ticket at the examination hall.
- (e) The candidate shall fill the online Application Form as per the instructions mentioned therein. No column shall be left blank or wrongly filled as the selection process will be based on the information furnished.
- (f) The Application Form will not be accepted in any other mode and after the last date notified to submit the applications.
- (g) Only eligible candidates fulfilling the criteria as per the 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 in original on the date of filling up of the online Application Form.
- (h) The Candidates shall be responsible for the genuineness of the information filled in the online Application Form.
- (i) 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 subjected to prosecution in accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

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) Candidates applying for the post must possess 15 years continuous residence in the State of Goa issued by the Mamlatdar, except for the following categories:-
 - ❖ The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
 - ❖ A person whose marriage is registered in Goa, with the person having fifteen years residence in Goa and both are residing in the State of Goa continuously for a period of 5 years.
 - ❖ Ex-servicemen/women and their spouse and children, who are residing in Goa for last two years after discharge/release/retirement from the Armed Forces.
- iv) Birth Certificate.
- v) Any photo identity proof issued by State/Central Government.

- vi) Valid Caste Certificate issued by the competent authority in respect of the reserved category i.e. SC/ST/OBC.
- vii) Physical Disability Certificate issued by the competent authority in respect of candidates from PwD Category.
- 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).
- xi) Candidates applying for the post of Assistant Motor Vehicles Inspector and Driver (LMV) should have Motor Driving Licence as per column No.5 as on the date of applying for the post.
- xii) Candidates applying for the post of Assistant Motor Vehicles Inspector should have Experience Certificate after having attained the Essential Qualification.

4. **DOCUMENTS TO BE UPLOADED ALONGWITH ONLINE APPLICATION FORM:-**

- (a) Candidate Photograph
 - (b) Signature
- in JPEG/JPG
format of size
less than 1MB**

5. **AGE LIMIT:-**

Not exceeding 45 years as on date of filling up of the online Application Form.
However, category wise age relaxation is as under:-

Sr. No.	Category	Years of age relaxable
1.	Government Servants	5 years
2.	ST/SC	5 years
3.	OBC	3 years
4.	Person with Disabilities (PwD)	10 years

6. **APPLICATION OF IN-SERVICE CANDIDATES:-**

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

7. **CONDITIONS FOR EXAMINATION:-**

- (a) The candidates will have to undergo Skill/Aptitude/Written 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. For the posts of Assistant Motor Vehicles Inspector and Driver (LMV), the candidates will have to undergo Motor Driving Test which will be conducted by the Department and only the qualified candidates will be called for the Written Examination/Final Selection Test. For the post of Junior Stenographer, the candidates will have to undergo

Skill Test in Shorthand and Typing, which will be conducted by Government Polytechnic, Panaji and only the qualified candidates will be called for the Written Examination/Final Selection Test. For the post of Lower Division Clerk, the candidates will have to first undergo Written Examination and the successful candidates as per their rank in the merit list in proportion of twice the vacancies advertised, will thereafter be called for Skill/Typing Test. For the post of Multi-Tasking Staff, all the candidates will be called for the Written Examination/Final Selection Test.

(b) The syllabus for the Written Examination is as follows:

i) **ASSISTANT MOTOR VEHICLES INSPECTOR:-** Exam will be conducted in 2 parts.

Part (A):- All candidates will have to undergo a Motor Driving Test of 50 marks as per the Recruitment Rules. The successful candidates securing 35 marks and above will have to undergo a Written Examination/Final Selection Test of 100 marks as per the below mentioned syllabus.

Part (B):- Syllabus of the Written Examination to be answered by the candidates shortlisted on the basis of the Motor Driving Test.

I.	<i>The Central Motor Vehicles Act, 1988 and Rules, 1989</i>	40 marks
II.	<i>The Goa Motor Vehicles Rules, 1991</i>	10 marks
III.	<i>The Goa, Daman and Diu Motor Vehicles (Taxation on Passengers and Goods) Act, 1974.</i>	10 marks
IV.	<i>General Knowledge and Current Affairs</i>	10 marks
V.	<i>Reasoning Ability and General Mathematics</i>	10 marks
VI.	<i>General English and Communication Skill</i>	10 marks
VII.	<i>Computer Fundamentals</i>	10 marks

The minimum passing marks for the Written Examination will be 40 marks out of 100 marks.

ii) **JUNIOR STENOGRAPHER:** Exam will be conducted in 2 parts.

Part (A):- All candidates will have to undergo a Skill Test of 50 marks in shorthand and 50 marks in typing. The candidates qualifying with minimum required speed as per the Recruitment Rules i.e. Shorthand 100 words per minute and typing 35 words per minute and securing minimum 35 marks out of 50 in Shorthand and minimum 35 marks out of 50 in Typing will have to undergo a Written Examination/Final Selection Test of 100 marks as per the below mentioned syllabus.

Part-(B): Syllabus of the Written Examination to be answered by the candidates shortlisted on the basis of the Skill Test.

I.	<i>Office Procedure</i>	20 marks
II.	<i>General Knowledge and Current Affairs</i>	20 marks
III.	<i>Computer Fundamentals</i>	20 marks
IV.	<i>Reasoning Ability</i>	10 marks
V.	<i>General English</i>	10 marks
VI.	<i>Communication Skill</i>	10 marks
VII.	<i>General Mathematics</i>	10 marks

The minimum passing marks for the Written Examination will be 40 marks out of 100 marks.

iii) **LOWER DIVISION CLERK:** Exam will be conducted in 2 parts.

Part (A):- All the candidates will have to undergo a Written Examination of 100 marks as per the below mentioned syllabus.

I.	General Mathematics	20 marks
II.	Logical Reasoning	20 marks
III.	General English	20 marks
IV.	General Knowledge and Current Affairs	20 marks
V.	Computer Fundamentals	10 marks
VI.	Office Procedure	10 marks

The minimum passing marks for the Written Examination will be 40 marks out of 100 marks.

The successful candidates will be called for the Skill/Typing Test as per their rank in the merit list, in proportion of twice the vacancies advertised. The Skill/Typing Test of 50 marks (with minimum passing marks of 35 marks) will be held in typing with typing speed of 30 words per minute in English as per the Recruitment Rules for the post of Lower Division Clerk and the final selection will be based on merit.

iv) **DRIVER (LMV):-** Exam will be conducted in 2 parts.

Part (A):- All candidates will have to undergo a Motor Driving Test of 50 marks as per the Recruitment Rules. The candidates securing minimum 35 marks in the Motor Driving Test will have to undergo a Written Examination/Final Selection Test of 100 marks as per the below mentioned syllabus.

Part (B):- Syllabus of the Written Examination to be answered by the candidates shortlisted on the basis of the Motor Driving Test.

I.	General Mathematics	20 marks
II.	Logical Reasoning	20 marks
III.	General English	20 marks
IV.	General Knowledge and Current Affairs	20 marks
V.	Computer Fundamentals	10 marks
VI.	Office Procedure	10 marks

The minimum passing marks for the Written Examination will be 40 marks out of 100 marks.

v) **MULTI-TASKING STAFF:-**

Only Written Examination/Final Selection Test of 100 marks will be conducted as per the below mentioned syllabus:-

I.	General Mathematics	20 marks
II.	Logical Reasoning	20 marks
III.	General English	20 marks
IV.	General Knowledge and Current Affairs	20 marks
V.	Computer Fundamentals	10 marks
VI.	Office Procedure	10 marks


The minimum passing marks for the Written Examination will be 40 marks out of 100 marks.

(b) The final selection result will be displayed on the Department's website i.e. www.goatransport.gov.in and the Goa State portal www.goa.gov.in. The selected 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.

8. 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 respects and the Department reserves the right to make changes or to cancel the recruitment process and instructions without assigning any reason thereof.


(Rajan Satardekar)
Director of Transport