



**Office of the Chief Electrical Engineer  
Electricity Department  
Government of Goa.**

**4<sup>th</sup> Floor, Vidyut Bhavan, Panaji - Goa. 403001**

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No. CEE/Estt-1-1-83/Recruitment/1658

Dated: 29 / 10 /2021

**NOTICE INVITING APPLICATIONS FOR FILLING UP OF POSTS OF LOWER  
DIVISION CLERK, METER READER AND TELEPHONE OPERATOR.**

Applications are invited in prescribed format through online mode only by the Chief Electrical Engineer for filling up the following vacancies in the Electricity Department, Government of Goa, Panaji-Goa by Direct Recruitment on temporary basis.

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	Lower Division Clerk	Un-reserved	07	Pay Matrix Level-2	<b><u>Essential:-</u></b> <b>1.</b> Possessing Higher Secondary School Certificate <b>OR</b> All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. <b>2.</b> Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. <b>3.</b> Knowledge of Konkani  Desirable:- 1. Knowledge of Marathi.
		S.T.	01		
		O.B.C.	03		
		E.W.S.	01		
		<b>Total</b>	<b>12</b>		
2	Meter Reader	Un-reserved	08	Pay Matrix Level-2	<b><u>Essential:-</u></b> <b>1.</b> Secondary School Certificate Examination <b>OR</b> equivalent.  <b>2.</b> I.T.I Certificate in the trade of
		S.T.	01		
		O.B.C.	03		
		E.W.S.	01		

		<b>Total</b>	<b>13</b>		Electrician or Electronic from a recognised Institution. <b>3.</b> Diploma in Computer from a recognized Institution. <b>4.</b> Knowledge of Konkani <b>Desirable:-</b> <b>1.</b> Knowledge of Marathi
3	Telephone Operator	Un-reserved	01	Pay Matrix Level-2	<b>Essential:-</b> <b>1.</b> Secondary School Certificate Examination <b>OR</b> equivalent. <b>2.</b> Diploma in Computer of One year duration either approved by Government of Goa/ Goa University or NASCOM or any other agency approved specifically by Government of Goa <b>3.</b> Two years' experience as a Telephone operator capable of handling EPABX system with 20 lines. <b>4.</b> Knowledge of Konkani <b>Desirable:-</b> <b>1.</b> Knowledge of Marathi
		<b>Total</b>	01		

**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. The vacancies of Lower Division Clerk indicated above are in addition to those indicated in the advertisement **dated:-17/08/2021**. Candidates who have applied for the post of **Lower Division Clerk** in response to the advertisement **dated:-17/08/2021** of this Department, may not apply again. The selection process for total 23 Nos. vacancies of Lower Division Clerks against both advertisement will be common and a single merit list will be prepared.

D. Interested and eligible candidates should fill the prescribed Application Form along with Declaration through online mode and submit only available at Portal <https://cbes.goa.gov.in> **from 30/10/2021 to 07/11/2021**. **No application shall be accepted/considered after the last date of application.** No application shall be accepted in any other mode.

**E. 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.**

F. The instructions/guidelines regarding eligibility, etc available on the Departmental website [www.goelectricity.gov.in](http://www.goelectricity.gov.in), [cbes.goa.gov.in](http://cbes.goa.gov.in), [www.goa.gov.in](http://www.goa.gov.in) shall strictly be adhered by each and every candidate, which will be made available from 30/10 /2021 onwards.

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

(Note: In case required number of candidates are not found eligible in the categories of Ex-Serviceman than the resultant vacancies will be filled up from candidates belonging to Unreserved Category)

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



**Chief Electrical Engineer**

To,

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

## INSTRUCTIONS TO THE CANDIDATES

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	Lower Division Clerk	Un-reserved	07	Pay Matrix Level-2	<p><b>Essential:-</b></p> <p><b>1.</b> Possessing Higher Secondary School Certificate <b>OR</b> 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><b>2.</b> Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.</p> <p><b>3.</b> Knowledge of Konkani</p> <p>Desirable:-</p> <p>1. Knowledge of Marathi.</p>
		S.T.	01		
		O.B.C.	03		
		E.W.S.	01		
		<b>Total</b>	<b>12</b>		
2	Meter Reader	Un-reserved	08	Pay Matrix Level-2	<p><b>Essential:-</b></p> <p><b>1.</b> Secondary School Certificate Examination <b>OR</b> equivalent.</p> <p><b>2.</b> I.T.I Certificate in the trade of Electrician or Electronic from a recognised Institution.</p> <p><b>3.</b> Diploma in Computer from a recognized Institution.</p> <p><b>4.</b> Knowledge of Konkani</p> <p><b>Desirable:-</b></p> <p><b>2.</b> Knowledge of Marathi</p>
		S.T.	01		
		O.B.C.	03		
		E.W.S.	01		
		<b>Total</b>	<b>13</b>		

3	Telephone Operator	Un-reserved	01	Pay Matrix Level-2	<p><b>Essential:-</b></p> <p>1. Secondary School Certificate Examination <b>OR</b> equivalent.</p> <p>2. Diploma in Computer of One year duration either approved by Government of Goa/ Goa University or NASCOM or any other agency approved specifically by Government of Goa</p> <p>3. Two years' experience as a Telephone operator capable of handling EPABX system with 20 lines.</p> <p>5. Knowledge of Konkani</p> <p><b>Desirable:-</b></p> <p>1.Knowledge of Marathi</p>
		<b>Total</b>	01		

**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 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. On registration, an acknowledgment message will be sent to the registered mobile number of the candidate immediately.
- (c) All call letters would be issued only on email address given by the candidates in the application form and no hard copy would be sent to the candidates. A press note will be issued to intimate scheduled date to examination for concern post.
- (d) The candidate will be sent intimations on registered email about the venue for examination along with Examination Hall Ticket which the candidate will have to print and produce at the examination hall.
- (e) 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.

- (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 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 application form.
- (h) The Candidates shall be responsible for the genuineness of the information filled in the 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 subject 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) Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.
- 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.
- vii) 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.
- viii) Valid Economically Weaker Section Certificate issued by the competent authority of the State of Goa.

ix) Work experience certificate detailing the type of task/job handled (if any)

**4. DOCUMENTS TO BE UPLOADED ALONG WITH 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 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
5.	Ex-servicemen	To the extent of service rendered in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age

**6. 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.

**7. 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 syllabus for the Examination as follows :

**i) Lower Division Clerk**

English, Computer and Mathematics- 80 marks

General Knowledge, reasoning ability, quantitative aptitude, communication skills and current affairs- 20 marks.

**ii) Meter Reader**

Subject I – Basic Electrical Knowledge and

Basic Electronics Knowledge – 80 marks

Subject II – Communication skills and Current affairs - 20 marks

As notified on Government Gazette dated:- 05 July 2018 vide no. CEE/Estt-1-1-96/1131.

**iii) Telephone Operator**

English, Computer and Mathematics (Objective)- 80 marks

General Knowledge, communication skills and current affairs (Objective)- 20 marks.

- (c) The date, time and venue of the written examination will be informed to the eligible candidates via Email or SMS. The candidate shall carry a copy of hall ticket for the examination.
- (d) 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. Minimum qualifying marks 40 % for un-reserved category and 35 % for reserved category.
- (e) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit. Physical endurance test or skill/ aptitude test being qualifying in nature shall not be considered for drawing merit list.
- (f) The shortlist shall be displayed on the Department's website i.e. [goaelectricity.gov.in](http://goaelectricity.gov.in) and Portal [www.goa.gov.in](http://www.goa.gov.in)
- (g) 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.

**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 respect and the Department reserves the right to make change in or to cancel the recruitment process and instructions without assigning any reason thereof.



**Chief Electrical Engineer**