



Chowgule Education Society's  
**Parvatibai Chowgule College of Arts and Science**  
**(Autonomous)**

Accredited by NAAC with Grade 'A+'  
Best Affiliated College-Goa University Silver Jubilee Year Award

**NOTIFICATION**

College has received NOC from the Directorate of Higher Education vide its letter no. ACAD/NOC/APPR/TS/NTS/713/DHE/2023/8028 dated 17/01/2025 to fill the post of **HEAD CLERK** and **UPPER DIVISION CLERK** on regular basis.

The above post will be filled as per the Recruitment Rules in force and the Administrative orders issued by the Government / Directorate of Higher Education and observing all statutory procedure including reservation policy.

The recruitment rules for the above post is attached herewith

The interested candidates should apply within **seven days** of this notification

**PRINCIPAL**

Date : 15/02/2025



## SCHEDULE

Name/ /design- nation of post	Number of posts	Classifi- cation	Level in the pay matrix	Whether selection post or non- -selection post	Age limit for direct recruits	Educational and other qualifications required for recruits	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of proba- tion, if any	Method of recruitment, whether by direct recruit- ment or by promotion or by deputa- tion/transfer/ contract and percentage of the vacancies to be filled by various methods	In case of recruit- ment by promotion/ /deputation/transfer, grades from which promotion/ /deputation/transfer is to be made	If a D.P.C. exists, what is its compo- sition	Circum- stances in which the Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Upper Division Clerk.	As sanc- tioned from time to time Non- depen- dent on workload.	Group 'C', -Ministe- rial, Non- Gazetted.	L-4	Selec- tion.	Not exceeding 45 years (Relax- able for Govern- ment Servants upto five years in accord- ance with the instruc- tions or orders issued by the Govern- ment from time to time).	<i>Essential:</i> (1) Higher Second- ary School Certifi- cate from a recog- nized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equi- valent qualification from a recognized Institution. (i) Six months Diploma in Computer Manage- ment/Applications from a recognized Institute. (ii) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	No	Two years.	By promotion, failing which, by direct recruitment.	<i>Promotion:</i> (i) In the Offices and Departments other than the Office of the Chief Electrical Engineer, 100% of the posts are to be filled by promotion of Lower Division Clerk/Assistant Store or Godown Keeper or Store Clerk/ /Executive Assistant/Data Entry Operator, possessing three years regular service in their respective grade. (ii) In the Office of the Chief Electrical Engineer: (a) 75% of total posts are to be filled by promotion of Lower Division Clerk/ /Assistant Store or Godown Keeper or Store Clerk, possessing three years regular service in their respective grade. (b) 20% of the total posts are to be filled by promotion of Meter Readers possessing three years regular service in the grade. (c) 05% of the total posts are to be filled by promotion of Telephone Operators possessing three years regular service in the grade.	Group 'C', D.P.C.	N.A.

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SCHEDULE

Name/ /desig- nation of the post	Number of posts	Classifi- cation	Level in the Pay Matrix	Whether selection post or non- -selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972.	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of proba- tion, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ /transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruit- ment by promotion/ /deputation/ /transfer, grades from which promotion/ /deputation/ /transfer is to be made	If a D.P.C./ /D.S.C. exists, what is its compo- sition	Circum- stances in which the Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
Head Clerk/Tax Inspector.	(2018) As sanc- tioned in each Depart- ment from time to time depend- ent on workload.	Group 'C', Non- -Gazetted, Ministe- rial.	<u>L-6.</u>	Selec- tion.	N. A.	N. A.	N. A.	N. A.	Two years.	<u>By promotion.</u>	<i>Promotion:</i>  (i) 75% from the <u>Upper Division Clerks</u> with three years regular service in the grade.  (ii) 25% from the <u>Junior Stenogra- phers, Store or Godown Keepers</u> with three years regular service in the respective grade.	Group 'C', D.P.C.	N. A.