

**Goa Police Department**  
**Police Headquarters**  
**Panaji.**

**Advertisement**

Applications in prescribed form are invited from eligible candidates for filling up of the below mentioned vacant posts by direct recruitment for raising 3<sup>rd</sup> India Reserve Battalion in the State of Goa:-

- I.**
1. Designation of post : **Stenographer**
  2. Number of posts & reservation : 01 (One) Un-reserved
  3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 2400
  4. Qualifications : **Essential**
    - i. Higher Secondary School Certificate or equivalent qualification from a recognized Institution.
    - ii. Should be Computer Literate.
    - iii. Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting.
    - iv. Knowledge of Konkani.**Desirable**
    - i. Knowledge of Marathi
  5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)
- II.**
1. Designation of post : **Lower Division Clerk**
  2. Number of posts & reservation : 01 (One) Reserved for Physically Disabled Person
  3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 1900
  4. Qualifications : **Essential**
    - i. Higher Secondary School Certificate or equivalent qualification from a recognized Institution.
    - ii. Should be computer literate.
    - iii. Knowledge of Konkani.**Desirable**
    - i. Knowledge of Marathi
  5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)
- III.**
1. Designation of post : **Dhobi**
  2. Number of posts & reservation : 7 Un-reserved - 04  
(Seven) Physically Disabled Person - 01  
O.B.C. - 01  
Ex-servicemen - 01

3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 1900
4. Qualifications : **Essential**  
 i. Should be literate  
 ii. 3 years practical experience in any licensed laundry.  
 iii. Knowledge of Konkani  
**Desirable**  
 i. Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable upto five years for Government Servants)
- IV.** 1. Designation of post : **Barber**
2. Number of posts & reservation : 7 Un-reserved - 04  
 (Seven) Physically Disabled Person - 01  
 O.B.C. - 01  
 Ex-servicemen - 01
3. Pay Band & Grade Pay : Pay Band -1 ₹ 5200-20200 + Grade Pay ₹ 1900/-
4. Qualifications : **Essential**  
 i. IV Standard or equivalent  
 ii. Practical experience in any licensed Saloon.  
 iii. Knowledge of Konkani  
**Desirable**  
 i. Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable upto five years for Government Servants)
- V.** 1. Designation of post : **Cook (Armed Police)**
2. Number of posts & reservation : 22 Un-reserved - 12  
 (Twenty two) Physically Disabled Person - 01  
 S.T. - 02  
 O.B.C. - 04  
 Children of Freedom Fighter - 01  
 Ex-servicemen - 01  
 Sportsperson - 01
3. Pay Band & Grade Pay : Pay Band - 1S ₹ 4440-7440 + Grade Pay ₹ 1650/-
4. Qualifications : **Essential**  
 i. VIII Standard Passed  
 ii. Practical experience in the line, preferably in any hotel of repute.  
 iii. Knowledge of Konkani  
**Desirable**  
 i. Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)

- VI.** 1. Designation of post : **Mess Servant**
2. Number of posts & reservation : 13 (Thirteen)
- |                             |      |
|-----------------------------|------|
| Un-reserved                 | - 07 |
| Physically Disabled Person  | - 01 |
| S.T.                        | - 01 |
| O.B.C.                      | - 02 |
| Children of Freedom Fighter | - 01 |
| Ex-servicemen               | - 01 |
3. Pay Band & Grade Pay : Pay Band - 1S ₹ 4440-7440 + Grade Pay ₹ 1300/-
4. Qualifications : **Essential**
- Should be literate
  - Practical experience in the line preferably in any hotel of repute.
  - Knowledge of Konkani
- Desirable**
- Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable upto five years for Government Servants)
- VII.** 1. Designation of post : **Sweeper**
2. Number of posts & reservation : 13 (Thirteen)
- |                             |      |
|-----------------------------|------|
| Un-reserved                 | - 07 |
| Physically Disabled Person  | - 01 |
| S.T.                        | - 01 |
| O.B.C.                      | - 02 |
| Children of Freedom Fighter | - 01 |
| Ex-servicemen               | - 01 |
3. Pay Band & Grade Pay : Pay Band - 1S ₹ 4440-7440 + Grade Pay ₹ 1300/-
4. Qualifications : **Essential**
- Should be literate
  - Knowledge of Konkani
- Desirable**
- Knowledge of Marathi
5. Age : Not exceeding 40 years as on the closing date for receipt of Application Forms i.e. 15.02.2013. (Relaxable upto five years for Government Servants)

**N.B.:-** The above age limit is enhanced by two years by Government of Goa vide Notification No.1/49/76-PER(Pt.II) dated 06.08.2012 published in Official Gazette Series I No. 19 dated 09.08.2012.

**(Not exceeding 42 years as on the closing date for receipt of Application Forms i.e. 15.02.2013)**

**NOTE**

**I. Age is relaxable to:-**

- SC/ST/Children of Freedom Fighter/Sportsperson by 5 years as on 15.02.2013.
- OBC by 3 years as on 15.02.2013.
- SC/ST Sportsperson by 10 years as on 15.02.2013.
- OBC Sportsperson by 8 years as on 15.02.2013.
- Person with Disability by 10 years as on 15.02.2013.
- SC/ST Person with Disability by 15 years as on 15.02.2013.

7. OBC Person with Disability by 13 years as on 15.02.2013.
8. Ex-Servicemen by 3 years over and above the period of service rendered in the Army, Navy and Air Force as on 15.02.2013.

## **II. Eligibility for Sportsperson**

1. Persons who have represented a State or the Country in the National or International competition in any of the Games/Sports listed below.
2. Persons who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these Games.
3. Persons who have represented the State School Teams in the National Sports/Games conducted by the All India School Games Federation in any of these Games/Sports.
4. Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

### **List of Games/Sports**

Archery, Athletics(including Track and Field events) Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Powerlifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling and Yatching.

## **III. Eligibility for Person with Disability**

The person suffering from not less than 40% of the disability shall be eligible.

## **IV. For the post of Stenographer and Lower Division Clerk**

- a. Candidates should produce a certificate from a recognized Institute having passed Computer Course for minimum 3 months duration covering the basics like Windows Operating System, Microsoft Office etc. to fulfill the requirement of Essential Qualification as mentioned above as “Should be Computer literate”.
  - b. Appointment to the post of Lower Division Clerk and Stenographer shall be subject to the outcome of the Writ Petitions No. 131/2006, No. 140/2006, No.318/2006 (MCA No.514/2006) and No.262/2010, pending before the Hon’ble High Court of Bombay at Panaji and that the concerned person shall not be entitled to claim any equity pursuant thereto.
3. The candidates possessing the above mentioned qualifications as on 15.02.2013 and possessing 15 years Residence Certificate issued by the Competent Authority may apply to the Superintendent of Police, Police Headquarters, Panaji in the prescribed Application Form. The Government has relaxed continuous residence period of 15 years to 05 years only to the Ex-Servicemen. However, preference will be given to Ex-Servicemen of Goan Origin and those who are having 15 years continuous residence period in the State of Goa. The prescribed Application Forms are available at Goa Police Welfare Cell, Administrative Block, GRP Camp, Near Jogger’s Park, Altinho, Panaji, which can be collected between 09.30 hrs. to 17.30 hrs. on all working days on payment of ₹ 20/- per form. The Application Forms completed in all respects should reach the Office of the Superintendent of Police, Police Headquarters, Near Azad Maidan, Panaji on or before 15.02.2013. Incomplete Application Forms and Application Forms received after 15.02.2013 will be summarily rejected and no intimation will be sent to the applicants in this regard. The candidates should minutely go through all the provisions in the advertisement to ensure that he/she is eligible for

the said posts in terms of requirement of age, educational qualification etc. and only eligible candidates may apply in the prescribed Application Form.

4. In case Application Forms are sent by post, they should reach the Office of the Superintendent of Police, Police Headquarters, Near Azad Maidan, Panaji on or before 15.02.2013. The Police Department will not be responsible for postal delay or wrong delivery and the Application Forms received after this date will be summarily rejected and no intimation will be sent to the applicants in this regard.

5. No certificates/documents are required to be attached with Application Form by the candidate. During the selection process, verification of original certificates/documents will be done. The candidates will have to produce requisite original certificates/documents such as Birth Certificate, Educational Qualification Certificates, Short Hand & Typewriting Certificate, Computer Literacy Certificate, Experience Certificate, 15 years Residence Certificate (valid), Caste Certificate (valid) Physical Disability Certificate, Discharge Book, Employment Registration Card etc before the Recruitment Boards. Original certificates/documents will be checked and only eligible candidates will be permitted to the next stage of recruitment process to be conducted by the Police Department. The candidates who fail to produce the requisite original certificates/documents will be eliminated from the recruitment process and in no case candidates will be allowed provisionally.

6. The candidates should produce experience certificate mentioning the Licence Number of Laundry/Saloon/Hotel at the time of documents verifications for the posts of Dhobi, Barber, Cook (Armed Police) and Mess Servant.

7. The candidates who qualify in the documents verification for the post of **Stenographer** will be subjected to Practical Test with the speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting. Those who qualify with speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting shall be called for Oral Interview which shall be of 15 marks.

8. The selection of the candidates who qualify in the documents verification for the post of **Lower Division Clerk** will be on the basis of an assessment of the comparative merit of the candidates by awarding marks out of a total 100 marks as per break-up (i) Academic Career - 75 marks (ii) Extra-Curricular Activities - 10 marks (iii) Viva-Voce - 15 marks.

9. The candidates who qualify in the documents verification for the posts of **Dhobi, Barber, Cook (Armed Police), Mess Servant and Sweeper**, will be subjected to Practical Test in the relevant trade of 15 marks. Minimum passing marks in the Practical Test shall be 35%. The candidates who pass in Practical Test shall be called for Oral Interview which shall be of 15 marks.

10. The decision of the Police Department with regard to the matters connected with the recruitment will be final in all respects and the Police Department has full right to make changes in or to cancel the recruitment process without assigning any reasons.

11. The selected candidates are liable to be deployed for emergency duties in any part of Goa and India. They will not be posted nor transferred in Goa Police.

( **A. K. Gawas** )  
Superintendent of Police (HQ),  
Panaji.