



**DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA**

5th Floor, Myles High Corporate Hub, Patto, Panaji Goa.
Phone No: (0832) - 2438863 e-mail: dir-panc.goa@nic.in
Website: www.panchayatsgoa.gov.in

No.19/DP/Recruitment/2023-24/1166

Dated: 14 / 02/2024

OFFICE MEMORANDUM


Sub: Guidelines for Recruitment of Staff in the Village Panchayats.

In order to avoid any arbitrariness in the selection process in the recruitment of various posts in the State of Goa, the Government, after considering the settled prepositions of law and the rules and regulations in this regard, has formulated guidelines which have been conveyed through various Memorandums issued from time to time. The formulation of such procedure which is aimed to ensure uniformity and transparency in recruitment of staff is also necessary to be adopted by the Village Panchayats and their respective Departmental Selection Committees (DPC) for appointment of candidates to the various posts in the Panchayats

It is also to be noted that vide Office Memorandum No.1/6/B3-PER(VOLII)Pt.(a)/100 dated 08/01/2016 issued by Department of Personnel, Government of Goa has directed that the Departmental Selection Committee shall dispense with the requirement of interviews for recruitment in all Group 'C' posts.

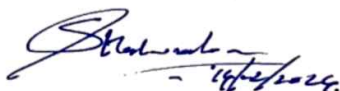
Further, Government has formulated the Goa Panchayat(Staffing Pattern, Scales of Pay and Mode of Recruitment of Staff of Panchayats) vide Order No. 35/DP/PAN/EMP/ 2000 dated 05/03/2003 which has been amended from time to time and the same is being implemented in all Village Panchayats in the State of Goa. In addition to the above, taking into consideration all the aspects of recruitment and the settled prepositions of law Government hereby lays down the procedure as detailed below, to be adopted by the Village Panchayats and the DPCs while carrying out recruitment of staff in their respective Village Panchayats.

1. The Village Panchayats shall invariably obtain the NOC from the Director of Panchayats for filling up any vacancy in the Village Panchayat in accordance with the Goa Panchayat (Staffing Pattern, Scales of Pay and Mode of Recruitment of Staff of Panchayats) Order No35/DP/PAN/EMP/ 2000 dated 05/03/2003.
2. The Village Panchayats after obtaining the NOC for filling up the vacancy as above shall advertise the post/s for filling up through direct recruitment. A detailed advertisement inviting applications for the posts/vacancies containing the terms and conditions of eligibility as per the Recruitment Rules in force along with the written application, documents required and the instructions, shall be published in two widely circulated local daily newspapers, one in English and other in vernacular language and also on the website of the Village Panchayat.


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3. Candidates must be given at least 15 clear days to apply from the date of publication of advertisement in the newspaper.
4. A clause shall be inserted in the advertisement that "only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply".
5. The candidature of candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents which shall be done before the written examination.
6. A written examination shall be conducted for recruitment of all categories of posts in the Village Panchayats. The written examination shall be conducted through any Government or Government aided Higher Secondary Educational Institution affiliated to Goa Board of Secondary and Higher Secondary Education within the jurisdiction of the Taluka in which the Village Panchayat is located.
7. In case of any difficulty in conducting the written examination through the aforesaid educational institutions, the Village Panchayat may hold the written examination through any other recognized Institution with prior approval of the Government.
8. Alternatively, the Village Panchayat may also approach the Department of Information Technology, Government of Goa for conducting online examination on similar lines of computer based recruitment test (CBRT). The expenses towards conducting the written examination/online test shall be borne by the concerned Village Panchayat.
9. Wherever the Village Panchayat decides to conduct the examination through the aforesaid institutions, the concerned Village Panchayat shall obtain the consent of the Institution before conducting the examination.
10. The syllabus and scheme of the examination shall be designed by considering the nature of duties assigned to the post and shall be intimated to the candidates separately. The syllabus may encompass questions based on essential qualification, general knowledge, reasoning ability, quantitative aptitude, etc., commensurate with the educational qualification/level of understanding required for the post.
11. The total marks of written examination/online test shall be 100 marks and duration of examination shall be decided by the concerned Departmental Selection Committee according to the nature of examination i.e. subjective or objective or combination of both. The minimum passing marks for the written examination shall be 45%.
12. Physical endurance test/skill test shall be conducted for the posts of Lineman (electrical), Plumber, Pound Keeper, Driver and Unskilled labourer.



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13. The physical endurance test or skill/aptitude test for the posts of Lineman (electrical), plumber, Pound Keeper, Driver, Unskilled laborer conducted by a Government institution as recommended by the Director of Panchayats shall be considered only for qualifying purpose and shall not be considered for drawing of merit or selection list.

14. Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination/online test as per merit. It is duty of Departmental Selection Committee to ensure above condition. The Village Panchayat/Appointing Authority shall publish the entire result on the notice board of the Village Panchayat, as well as on the website of Village Panchayat.

15. If two or more candidates secure equal marks in the written examination/online test then the order of merit shall be drawn as per their date of birth and the candidate born earlier shall be placed higher in the merit list. If in case the date of birth is also the same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.

16. There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written/online examination and as per procedure laid down in this Order.

17. The Village Panchayat/Appointing Authority shall proceed to verify the original documents of the candidates based on the results declared and as per the number of posts advertised as well as that of the wait listed candidates.

18. The verification process shall be conducted on the same date when the Department Selection Committee meets for finalizing the select list.

19. Role of Departmental Selection Committee (DSC).

(i) The members of Departmental Selection Committee shall ensure that the Departmental Selection Committee is constituted in accordance with the standing instructions/guidelines issued from time to time. The Village Panchayat Secretary shall furnish a copy of the notification in this regard to any member when requested.

(ii) The Departmental Selection Committee shall check the copy of the advertisement published in local dailies vis-à-vis the recruitment rules and prepare the list of eligible candidates.

(iii) The Departmental Selection Committee shall then proceed to select candidates of as per the descending order of marks scored in written/online examination.

(iv) Once the Departmental Selection Committee finalizes the list of successful candidates, it shall proceed to prepare the selection list of candidates.

(v) The Departmental Selection Committee shall once again arrange to verify the essential qualification of the candidates after the final selection list is prepared and ensure that the candidate is eligible vis-à-vis the essential qualifications prescribed for the post as per the recruitment rules.



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(vi) The Departmental Selection Committee shall, in addition to the select list also prepare a separate wait list of equal number of the vacancies based on merit of the candidates.

Provided further that the candidate from the wait list may be considered, only if the candidate from the select list does not accept the offer of appointment,

(vii) The process of selection comes to an end once the vacancies advertised are filled up. The wait list shall not be used as a reservoir to fill up the vacancies which comes into existence after the issuance of the advertisement.

(viii) The wait list shall lapse on the declaration of the date of a subsequent examination for the same category or after a period of one year from the date of preparation of such wait list, whichever is earlier.

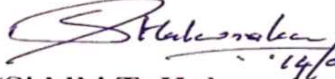
(ix) All the members of the Departmental Selection Committee shall remain present during the various stages of the recruitment such as preparing the eligibility list and select list/wait list of candidates.

(x) The Departmental Selection Committee shall prepare the written proceedings in the form of a note elaborating the entire process undertaken by the DSC for recruitment from the stage of advertisement upto the stage of selection clearly indicating the recommendations of the names of selected candidates/wait listed candidates or any other recommendation of DPC for further decision and process to be followed by the Village Panchayat, which shall be duly signed by all members of DPC on each and every page of the proceedings/note. Such proceedings shall be submitted by DSC to the Village Panchayat immediately upon completion of the process and clearly marking it as 'confidential'.

(xi) **Final Selection List:** Once the Departmental Selection Committee prepares the final selection list and the wait list, (which shall be subject to verification of original documents), the Village Panchayat Secretary shall publish the lists on the notice board and on the website of the concerned Village Panchayat preferably on the same day, but not later than three days from the date of the final meeting of the Departmental Selection Committee.

This issues with the approval of the Government.




(Siddhi T. Halarnakar)
Director of Panchayats &
Ex-Officio Jt. Secretary to
Government of Goa
Panaji- Goa.

To,

1. All the Block Development Officers
2. All the Village Panchayat Secretaries
3. The CEO, North Goa Zilla Panchayat, Panaji for kind information
4. The CEO, South Goa Zilla Panchayat, Margao for kind information
5. The Director, Department of Printing and Stationery, Panaji- Goa. (With a request to publish the same in Official Gazette).