NOTIFICATION


The Government of Goa is hereby pleased to frame the following guidelines for the purpose of recruitment to the post of Accountants { Group ‘C’, Non-Gazetted }, in the Common Accounts Cadre (Direct Recruitment) in the Directorate of Accounts, in the pay scale of PB -2 – ₹ 9300 – 34800 + ₹ 4200/- (Grade Pay) (pre-revised),{Level – 6 in the pay Matrix (revised)}

2. The educational and other qualifications required for the post as per the Recruitment Rules notified vide Notification dated 30-09-2015 (read at (i) above) are as follows:

Essential: (i) Bachelor of Commerce or Bachelor of Arts with Economics, from a recognised University / Institution.
(ii) Knowledge of Konkani.
Desirable: Knowledge of Marathi.

3. Age limit prescribed: Not exceeding 45 years as on date of advertisement (relaxable for Government Servants by 05 years and those in Reserved Category as per guidelines prescribed by the Government from time to time)

4. Interested and eligible candidates should fill the prescribed Application Form available at the Directorate of Accounts (HQ), (Fazenda Bldg, Panaji), South Branch Office (New Collectorate Bldg, Margao) and the Sub Treasury Offices in each Taluka and submit the same along with two passport size photographs (one
affixed on the application form and one attached to the application form) and self attested copies of:

(i) Certificate of Educational Qualifications with mark sheet of the qualifying examination at Bachelors Degree,

(ii) Valid employment exchange card,

(iii) Valid 15 years residential certificate issued by the competent authority,

(iv) Birth Certificate,

(v) Certificate issued by the Competent authority in respect of the reserved category (if Applicable),

(vi) Form IV issued by the Competent authority in respect of the Sportsperson category,

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

(viii) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education.

NOTE:

1. In the event candidates submits false declaration/false or bogus certificates, and the same is detected during the verification (which may be also done post appointment in respect of selected candidates) than the candidates are liable to be disqualified any time during the recruitment process and the candidate shall also be subject to prosecution in accordance to law in force.


(a) One Arm – OA,

(b) One Leg – OL,

(c) One Arm & One Leg – OAL,

(d) Both Leg – BL and

(e) Hearing Handicap – HH.
5. A written examination will be conducted for all the eligible candidates. Pattern of examination for direct recruitment to the post of Accountant in the Common Accounts Cadre shall be as under:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Maximum Marks allotted</th>
<th>Minimum qualifying marks</th>
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<tbody>
<tr>
<td><strong>Paper (I)</strong></td>
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<tr>
<td>Duration:- 03 hours</td>
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<tr>
<td>Paper type: Subjective (90%) &amp; Objective (10%)</td>
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<tr>
<td><strong>English and General Knowledge</strong></td>
<td>100</td>
<td>50</td>
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<td>a) Report Writing</td>
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<td>b) Comprehension</td>
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<td>c) Précis</td>
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<td>d) Business Communication</td>
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<td>e) Essay / Composition</td>
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<td>f) Grammar</td>
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<td>g) General Knowledge</td>
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<td><strong>Paper (II)</strong></td>
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<td>Duration:- 02 hours</td>
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</tr>
<tr>
<td>Paper type: Subjective (50%) &amp; Objective (50%)</td>
<td>100</td>
<td>60</td>
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</tbody>
</table>

**Section (A) : Mathematics (50 marks)**

Averages, Mixtures, Ratio & Proportion, Computation of Interest, Real & Imaginary numbers, Rational & Irrational numbers, Permutation & Combination, Variations, Linear & Simultaneous equations, Quadratic equation, Mensuration, Probability & Probability Theory, Correlation, Statistical Average, Dispersion, True Series, Geometry & Trigonometry.

**Section (B) : Economics (20 marks)**

Basic concepts of Economics, Demand, Supply and Market Mechanism, Money and Banking, National Income and related Aggregate, Monetary Policy, Fiscal Policy, Government Budget, Planning & Economic Development in India.
6. Those eligible candidates whose applications are accepted will have to undergo a written test (examination) as per the pattern of examination prescribed as above. The details of the eligible candidates as well as the candidates found ineligible (along with reasons thereof) will be displayed on the Notice Board of the Directorate of Accounts, as well as, on the Departments website. The dates, venue and timings of the written examination will be informed to the eligible candidates and the admit cards issued to them. Details will be uploaded on the departmental website.

7. Those candidates who have secured the minimum qualifying marks as per para (5) above (i.e. minimum marks defined for each Paper (I) and Paper (II) separately) shall be called for a viva-voce/oral interview (as per the guidelines laid down in para (8) below) to be conducted by the Departmental Selection Committee comprising of the Director of Accounts, the next immediate Senior Officer in the Directorate of Accounts and the Under Secretary to the Finance Department, Government of Goa.

8. The selection criteria and marks to be awarded shall be on the following basis:
   (i) The written examination will carry a weightage of 85% while viva voce/oral interview will carry a weightage of 15%.
   (ii) The total marks secured by the candidates in written examination (Paper – I and Paper – II taken together) will be computed proportionate to 85 marks and maximum 15 marks will be awarded at oral interview/viva-voce as follows:-

   **Viva Voce (Oral Interview) ... 15 marks (max.)**

   - Communication Skills ............... 05 marks
   - Subject Proficiency ................. 05 marks
   - Aptitude ................................ 05 marks
(iii) The criteria for further short listing the candidates for the purpose of viva-voice (Oral Interview) shall be as follows:

(a) The number of candidates to be called for viva voce will in the ratio 1:5 i.e. 5 times the number of vacancies in each category/class of vacancies.
(b) The total marks secured by the candidate in the written examination shall be computed separately for the candidates in each category of reservation and merit list prepared based upon the total marks secured computed proportionate to 85 marks (maximum).
(c) Candidates securing zero marks for the Oral Interview and those candidates who fail to appear for the Oral Interview shall not be considered for selection.
(d) In the event two candidates secure equal marks, then for the purpose of determining the merit, the marks obtained in the written examination shall be considered.

9. The selection of the candidates for appointment will be done based on the selection criteria specified above. The list of selected candidates’ (category wise) will be displayed on the Notice Board of the Directorate of Accounts as well as on the Departments website. Individual offer of appointment will be dispatched by post (by means of Registered A/D) on the postal address indicated in the application form, to the selected candidates, as well as by e-mail.

10. In case required numbers of candidates are not found eligible in the categories of PH, CFF, Ex-Servicemen or Sportsperson, than the resultant vacancies will be filled up from candidates belonging to General Category.

11. A wait list will be prepared, for the purpose of filling up the resultant vacancy arising due to any selected candidate not accepting the offer of appointment or being ineligible for appointment at any later stage during the recruitment and appointment process.

12. Late and incomplete applications will be summarily rejected and no intimation will be sent to the applicants in this regard. Interim enquiries will not be entertained.

13. Canvassing in any form will disqualify candidates from selection.

14. The details of the posts and category will be notified and advertised separately.
This issues with the approval of the Government, through Finance (Revenue and Control) Department vide U.O. No. 1400026199 dated 03-10-2017 and the approval of the Personnel Department vide U.O. No. 3931 (PER/1307/F) dated 23-10-2017.

(P. R. Pereira)
Director of Accounts & Ex-Officio Joint Secretary to
Government of Goa

To,
The Director, Printing & Stationery, Government Printing Press, Panaji-Goa... for favour of publication in the Official Gazette and supply 5 copies of the said Gazette to this Department.

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