



**OFFICE OF THE TOWN AND COUNTRY PLANNING DEPARTMENT**  
**Dempo Tower, 2<sup>nd</sup> floor, Patto Plaza, Panaji - Goa**  
**Ph: 0832-2437352, E-mail: ctp-tcp.goa@nic.in**

**Ref No.:**

**Dated:** / /2019

Sub: Filling up of vacant posts of Planning Assistant, Overseer, D'man Gr. II, Jr. Stenographer, Lower Division Clerk and Multi-Tasking Staff (MTS).

**ADVERTISEMENT**

Applications are invited by the Secretary (TCP)/ HOD for filling up the various categories of vacant posts in Town and Country Planning Department. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Chief Town Planner (Administration), Town and Country Planning Department, so as to reach this office on or before 15/03/2019 by 5.00 pm.

The applications forms for all the posts will be received at the office of the **Town and Country Planning Department at Dempo Tower, 2<sup>nd</sup> floor, Patto Plaza, Panaji-Goa** during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm. The applicant can also be sent by ordinary posts to this office so as to reach this office before the last date i.e. 15/03/2019.

1. The details of vacancies category-wise are as under:-

Sr. No	Name of Post	Categories								
		Pay Matrix Level	UR	OBC	SC	ST	Freedom Fighter	Ex-Service men	Person with Disability	Total
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
1.	Planning Assistant	Level (7)	3	--	--	--	--	--	--	3
2.	Overseer	Level (6)	2	1	--	--	--	--	--	3
3.	D'man Gr. II	Level (5)	10	7	--	2	--	--	--	19
4.	Jr. Stenographer	Level (4)	1	1	--	--	--	--	--	2
5.	Lower Division Clerk	Level (2)	11	6	1	1	1	1	1	22
6.	Multi Tasking Staff	Level (1)	5	4	--	1	--	--	1	11
										60

1. The candidates already working in the Government, local self-Government, Semi-Government, autonomous bodies or establishment, or any other Department establishment or institution being an instrumentality of the Government should send their applications, through proper channel only on or before last date of submission of the application and such applications received directly will be rejected.

2. Only application will be accepted with declaration from candidates stating that **“the contents of the application are true to his/her own knowledge and he/she possess the requisite qualification and other mandatory documents for the post. He/ She understand that in the event of particulars or information given herein being found false or incorrect, his/ her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION”**.
3. A separate application should be submitted for each type of post.
4. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

**NOTIFIED RECRUITMENT RULES ARE AS UNDER:**

**A. PLANNING ASSISTANT**

Educational Qualifications	:	<b>Essential :-</b> (1) Degree in Architecture, from a recognized University/ Institution or equivalent qualification. (2)Atleast one year experience in a planning or architectural office in a design, housing layouts, planning surveys, cost estimates etc.  or (2) Degree in Civil Engineering or Municipal Engineering from a recognised University or equivalent qualification. (Qualifications relaxable in case of candidates otherwise well qualified). <b>Desirable:-</b> (3) Knowledge of Konkani. Note: In case of non-availability of a suitable candidate with the knowledge of Konkani, this requirement may be relaxed. <b>Desirable:-</b> (1) Knowledge of Town Planning, Building byelaws, Zoning regulations and control, etc. (2) Knowledge of Marathi.
<b>B. <u>OVERSEER</u></b>		
Educational Qualifications	:	Degree or diploma in Civil Engineering from a recognised Institute. <b>Desirable:-</b> One years field experience.
<b>C. <u>D'MAN GR. II</u></b>		
Educational Qualifications	:	<b>Essential:-</b> Matriculation plus 2 years Diploma in draughtsman or its equivalent. <b>Desirable:</b> 2 years' experience in Architecture or Planning office.

<b>D. JUNIOR STENOGRAPHER</b>	
Educational Qualifications	: <b>Essential:</b> 1. Higher Secondary School Certificate or equivalent qualification from a recognized Institution. 2. Should be computer literate. 3. Speed of 100 words per minute in Shorthand and 35 words per minute in typewriting. 4. Knowledge of Konkani. <b>Desirable:-</b> Knowledge of Marathi
<b>E. LOWER DIVISION CLERK</b>	
Educational Qualifications	: <b>Essential:-</b> 1. Higher Secondary School Certificate or equivalent qualification from a recognized institution. 2. Should be Computer Literate. 3. Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi.
<b>F. MULTI TASKING STAFF</b>	
Educational Qualifications	: <b>Essential:-</b> 1. Passed Secondary School Certificate Examination from a recognized Board/ Institution. or Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, from a recognised Institution. <b>Note:</b> Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work. 2. Knowledge of Konkani. <b>Desirable:-</b> (i) Knowledge of Marathi. (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

**G. AGE LIMIT:-**

Not exceeding 45 years

Age is relaxable to:-

- (i) Government Servant by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PD by 10 years (15 years for SCs/STs and 13 years for OBCs)
- (v) Ex-Servicemen in accordance with the instructions or orders issued by the Government from time to time.

**H. 15 years continuous residence in the State of Goa.**

**I. Valid Employment Card.**

As per O.M. No. 1/6/83-PER(Vol.II) Pt.(a) dated 08/01/2016, the criteria for selection for Group 'C' posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M M.O No. 1/6/83-PER(Vol.II)Pt.(a)/143 dated 14/01/2019 and the decision of the Town and Country Planning Department on any issue will be final.

**A. PLANNING ASSISTANT**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF PLANNING ASSISTANT - 100 marks**

- |   |   |          |
|---|---|----------|
| 1. Knowledge of Civil Engineering/ Architecture | - | 40 Marks |
| 2. General Knowledge                            | - | 10 Marks |
| 3. Analytical ability                           | - | 10 Marks |
| 4. Letter Writing                               | - | 10 Marks |
| 5. Legal Awareness                              | - | 10 Marks |
| 6. Auto Cad/GIS                                 | - | 10 Marks |
| 7. Building Regulations                         | - | 10 Marks |

**B. OVERSEER**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF OVERSEER - 100 marks**

- |                             |   |          |
|-----------------------------|---|----------|
| 1. Knowledge of Survey      | - | 40 Marks |
| 2. Auto Cad/GIS application | - | 20 Marks |
| 3. General Knowledge        | - | 10 Marks |
| 4. Letter Writing           | - | 10 Marks |
| 5. Legal Awareness          | - | 10 Marks |
| 6. Building Regulations     | - | 10 Marks |

**C. D'MAN GR. II**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF D'MAN GR. II - 75 marks**

- |   |   |          |
|---|---|----------|
| 1. Knowledge of Auto Cad, drafting tools and drawings | - | 40 Marks |
| 2. Knowledge of surveying                             | - | 10 Marks |
| 3. General Knowledge                                  | - | 10 Marks |
| 4. Building Regulations                               | - | 10 Marks |
| 5. Letter Writing                                     | - | 05 Marks |

**D. JUNIOR STENOGRAPHER**

All the applicants will have to undergo skill test for shorthand and typing and only these candidates who qualify with minimum required speed as per RRs will have to undergo written test.

**SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST FOR THE POST OF JUNIOR STENOGRAPHER - 50 marks**

- |   |   |          |
|---|---|----------|
| 1. Computer Knowledge                   | - | 10 Marks |
| 2. General Knowledge                    | - | 10 Marks |
| 3. RTI Act (General Knowledge)          | - | 10 Marks |
| 4. Letter Writing                       | - | 05 Marks |
| 5. Legal awareness (General Knowledge)  | - | 05 Marks |
| 6. History and Politics of State of Goa | - | 10 Marks |

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidates in the written test as per merit.

**E. LOWER DIVISION CLERK**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF LOWER DIVISION CLERK - 100 marks**

- |   |   |          |
|---|---|----------|
| 1. Computer Knowledge                   | - | 20 Marks |
| 2. General Knowledge                    | - | 20 Marks |
| 3. History and Politics of State of Goa | - | 20 Marks |
| 4. Legal awareness (General Knowledge)  | - | 20 Marks |
| 5. Letter Writing                       | - | 20 Marks |

**F. MULTI TASKING STAFF**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF MULTI TASKING STAFF - 100 marks**

- |                       |   |          |
|-----------------------|---|----------|
| 1. Computer Knowledge | - | 40 Marks |
| 2. General Knowledge  | - | 40 Marks |
| 3. Office Procedure   | - | 20 Marks |

**PHOTO  
self  
attested**

To,  
The Chief Town Planner (Adm)  
Town & Country Planning Dept., (HQ),  
Dempo Tower, 2<sup>nd</sup> floor,  
Patto-Plaza, Panaji-Goa.

Sub: Application for Post of \_\_\_\_\_ Town and Country Planning  
Department.

Sir,

With reference to advertisement in local news paper \_\_\_\_\_ dated  
\_\_\_\_\_, I hereby apply for the post of \_\_\_\_\_ in Town and Country Planning  
Department.

My bio-data is as under:-

- a. Name :- \_\_\_\_\_ **M/F (in  
Capital letters)**      **SURNAME**      **NAME**      **MIDDLENAME**
- b. Fathers/ Husbands Name      :- \_\_\_\_\_
- c. Address      :- Village/ Town :- \_\_\_\_\_ Taluka:- \_\_\_\_\_  
Constituency :- \_\_\_\_\_  
District:- \_\_\_\_\_ State: \_\_\_\_\_  
PIN:- \_\_\_\_\_
- d. Whether possess qualification  
As per recruitment rules      :- Yes/ No
- e. Category      :- (ST/SC/OBC/UR/Ex-Servicemen)
- f. Date of Birth      :- D\_\_\_\_/M\_\_\_\_/Year \_\_\_\_\_
- g. Whats app Contact no.      :- \_\_\_\_\_
- h. E-mail ID      :- \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby state that the  
contents of the application are true to my own knowledge and I declare that I, possess the  
requisite essential qualifications and other mandatory requirements for the post. I understand that  
in the event of particulars or information given herein being found false incorrect, may  
candidature for the recruitment is liable to be **REJECTED OR CANCELLED EVEN AFTER  
SELECTION.**

**Yours faithfully,**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_

- N.B** (a) The applicant will be informed for written examination/ skill test through E-mail,  
whatsapp sms or by sending call letter and the said message or call letter will be  
valid for all purposes.
- (b) The application format for all the posts will be received at Town and Country  
Planning Department, Headquarters, Panaji.

