



Government of Goa
Office of the Commissioner of Excise
Panaji – Goa.

No.: CE/1/5/2012-13/EST/94

Date: 12-04-2013

NOTIFICATION

The Government of Goa is hereby pleased to frame the following Guidelines for the purpose of recruitment to the posts of Inspector of Excise, Sub-Inspector of Excise, Assistant Excise Guard and Peon; in the Office of the Commissioner of Excise and accordingly; applications are invited from prospective candidates by the Commissioner of Excise, Panaji, Goa for filling up the following posts under their respective categories by direct recruitment as under:

Sr.No.	Designation of Post	Total No. of Posts	Category of Reservation	Scale of Pay
1.	Inspector of Excise	10	General -06 S.T. -01 OBC -02 Ex-Servicemen -01	PB-2, Rs. 5200-20200 + 2800 (GP)
2.	Sub-Inspector of Excise	03	General -02 Children of FF -01	PB-2, Rs. 5200-20200 + 2400 (GP)
3.	Assistant Excise Guard	24	General -16 S.T. -01 OBC -07	1S, Rs. 4440-7440 + 1400 (GP)
4.	Peon	18	General -09 S.T. -02 OBC -03 Children of FF -01 Phy. Handicapped-01 Ex-Servicemen -01	1S, Rs. 4440-7440 + 1300 (GP)

(Note: In case required numbers of candidates are not found eligible in the categories of Phy. Handicapped, Children of Freedom Fighter and Ex-Servicemen, than the resultant vacancies will be filled up from candidates belonging to General Category)

2. The Qualifications for the abovementioned posts are as under:

(i) Inspector of Excise:

Essential Qualifications:

(1) Three years Degree of a recognized University or equivalent qualification approved by UGC/AICTE.

(2) *Physical Requirements:* Minimum height of 5 ft. 5 inches in case of male candidate and minimum height of 5 ft. 2 inches in case of female candidate.

(3) Knowledge of Konkani.

Desirable:

(1) Knowledge of Marathi

(ii) Sub-Inspector of Excise:

Essential Qualifications:

(1) Higher Secondary School Certificate or equivalent qualification

(2) *Physical Requirements:* Minimum height of 5 ft. 5 inches in case of male candidate and Minimum height of 5 ft. 2 inches in case of female candidate.

(3) Knowledge of Konkani.

Desirable:

(1) Knowledge of Marathi

(iii) Assistant Excise Guard:

Essential Qualifications:

(1) Middle School or equivalent.

(2) *Physical Requirements:* Minimum height of 5 ft. 5 inches and Chest Measurement of 31" – 33" in case of male candidates. Minimum height of 5 ft. 2 inches in case of female candidates.

(3) Knowledge of Konkani

Desirable:

Knowledge of Marathi

(iv) Peon:

Essential Qualifications:

(1) Middle School or equivalent qualifications preferably in English.

(2) Knowledge of Konkani

Desirable:

Knowledge of Marathi

3. Age limit prescribed: Not exceeding 42 years as on date of advertisement (Relaxable for Government Servants by 5 years and for those in Reserved Category as per guidelines prescribed by the Government from time to time)

4. The Candidate shall be a resident of Goa State for the last 15 years.

5. (a) Interested and eligible candidates for the post of Inspector of Excise and Sub-Inspector of Excise should fill the application form online, which is available on the web portal of the State Government at www.goa.gov.in and of the Excise Department at www.goastateexcise.goa.gov.in. Online submission shall commence from 15-04-2013. The last date to fill the application form through online process will end on 03-05-2013. The applicant should provide the details of their e-mail ID/address as all future correspondence with the applicant would be made through the e-mail ID/address provided by the applicant. The applicants are thereafter required to submit the print out / hard copy of the application generated online to the Office of the Excise Commissioner, Old High Court Building, Panaji, Goa, on or before 06-05-2013 upto 05:00 p.m.

(b) The applicants should provide two passport size photographs, one affixed on the print out/hard copy of the application form and submit the application form alongwith attested copies of the following documents:

(i) Certificates of Educational Qualifications and marksheets.

(ii) Valid employment exchange card,

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

(iv) Birth Certificate. In the event the applicant does not have a Birth Certificate, than a valid proof of date of birth will have to be submitted like Std X/SSCE passing certificate.

(v) Certificate issued by the Competent Authority in respect of the reserved category (if applicable), and

(vi) Certificate indicating other qualifications possessed by the applicant including those pertaining to Computer education.

(viii) Certificate of work experience issued by the employer, where the applicant was/is employed.

(c) Interested and eligible candidates for the post of Assistant Excise Guard and Peons should submit their applications in the prescribed form, which will be available in the Office of the Commissioner of Excise and the Office of Inspector of Excise in each taluka; alongwith documents as at 5(b) above. The last date for submission of the applications is 03-05-2013 before 5.00 p.m. in the Office of Commissioner of Excise at Panaji-Goa.

Note : In the event candidates submits false declaration / false or bogus certificates, and the same is detected during 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.

Selection criteria for the post of Inspector of Excise.

6. For the post of Excise Inspector a written examination will be conducted. **Pattern of examination for direct recruitment to the post of Inspector of Excise** shall be as under:

Subject	Maximum Marks allotted	Minimum qualifying marks
<p>Paper (I) Duration:- 03 hours Paper type: Subjective (80%) & Objective (20%)</p> <p><u>English and General Knowledge</u> a) Report Writing b) Comprehension c) Précis d) Business Communication e) Essay / Composition f) Grammar g) General Knowledge</p>	100	50
<p>Paper (II) Duration:- 02 hours Paper type: Objective (100%) Reasoning Ability / Mental Ability & Aptitude: To ascertain how well the candidate can think. It contains questions of various kinds. It will be partly verbal, that is based on or is related to figures and drawings as well as non verbal Quantitative Aptitude: to ascertain how quickly the candidate is in working at numerical calculations. There may be some graphs and tables in this test. These questions will be related to topics on Number System, HCF, LCM, Simplification, Decimal Fractions, Ratio and Proportions, Percentage, Time and Distance, Time and Work, Profit and Loss, Averages, Simple and Compound Interest, Mensuration (2D and 3D), Algebra, Data Interpretation etc. General Awareness: to ascertain a candidates' general awareness of environment around him and its application to society. The questions will be designed to test the candidate's knowledge of the current events and of such matters of everyday observation and experience as may be expected of an educated person, including topics on Life Sciences, Chemistry, Physics, etc. There may also be questions on Geography & History of Goa and India, culture heritage, freedom struggle etc.</p>	100	60

7. Those candidates who have secured the minimum qualifying marks as per para (6) above {i.e. minimum marks defined for each Paper (I) and Paper (II)} 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 Commissioner of Excise, the next immediate Senior Officer in the Excise Department and the Under Secretary to the Finance Department, Government of Goa.

8. The criteria for shortlisting/selection and marks to be awarded for the post of Inspector of Excise shall be on the following basis:

(i) Basic Educational Qualification ... 50 marks (max.)

Upto 35%	00 marks
Above 35% and upto 45%	10 marks
Above 45% and upto 60%	25 marks
Above 60% and upto 70%	35 marks
Above 70% and upto 80%	45 marks
Above 80%	50 marks

(ii) Additional Academic Qualification ... 10 marks (max.)

Masters Degree or Post Graduation Diploma / Degree in Management or Degree in Law (after completing graduation) from a recognized University.

Upto 50%	03 marks
Above 50% and upto 60%	05 marks
Above 60% and upto 70%	08 marks
Above 70%	10 marks

(iii) Extra Curricular Activities ...10 marks (max.)

(a) If represented the School / Higher Secondary / Educational Institution and placed in first 03 position 05 marks

OR

(b) If represented State at the National Level / International Level 07 marks

OR

(c) If represented State at the National Level / International Level and placed in first 03 position 10 marks

[Participation shall be considered if the competition is organized by State / Central Government Departments / Agencies, University or Government recognized Associations / Organizations in the field of Sports, Art & Culture, Education, etc.]

In case of candidates who participate in National Cadet Corps activities, shall be awarded marks as follows:

(a) Possessing level 'A' certification	...	05 marks
(b) Possessing level 'B' certification	...	07 marks
(c) Possessing level 'C' certification	...	10 marks

[In case the candidate was selected to attend the Republic Day parade, irrespective of the certification, maximum 10 marks shall be awarded]

Note 1: The total marks awarded shall not exceed 10 marks (max.)

(iv) Work Experience ... 10 marks (max.)

Below 02 years	03 marks
02 to 05 years	06 marks
05 years and above	10 marks

(v) Knowledge of Computers ... 05 marks (max.)

Candidates should have completed a course / programme in Computer application / software or hardware / computer soft skills, etc.

Course duration of 02 months upto 06 months	03 marks
Course duration more than 06 months	05 marks

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

Communication Skills	05 marks
Subject Proficiency	05 marks
Aptitude	05 marks

(Only for those candidates shortlisted for final selection)

(vii) The criteria for short listing the candidates for the purpose of Viva Voce (Oral Interview) shall be as follows:

- The total marks as per marking scheme detailed above under 8(i) to 8(v) shall be computed separately for the candidates in each category of reservation. The maximum marks which can be awarded are 85 marks.
- The candidate(s) obtaining highest marks awarded out of 85 marks shall be identified.

- (c) Based on the number of posts in each category, the highest marks obtained by the candidate(s) considering the last number of vacancy available will be identified
- (d) The highest marks so obtained by the candidate (s) identified at (c) above, shall be reduced by 15 marks to identify the benchmark level of marks.
- (e) All candidates securing marks in the range of the highest marks awarded {as at (a) above} and the bench mark level of marks shall be shortlisted and called for the Oral Interview.

Illustration: Consider that there are 10 vacancies of Excise Inspector. After applying above criteria, the highest mark awarded to any candidate is 60 marks out of the maximum 85 marks. Thereafter in order of merit of marks obtained identify the 10th candidate(s). Say this 10th Candidate { where 10 is the number of vacancies available } has obtained 50 marks; then all candidates who have secured 35 marks and above out of the maximum 85 marks shall be shortlisted and called for the Oral Interview.

- (f) Candidates securing zero marks for the Oral Interview as per the criteria laid down at 8(vi) above and those candidates who fail to appear for the Oral Interview shall not be considered for selection.
- (g) In the event two candidates secure the equal marks, then for the purpose of determining the merit, the higher marks obtained as per (a) above shall be considered.

Selection criteria for the post of Sub Inspector of Excise.

9. For the post of Sub Inspector of Excise a written examination will be conducted. **Pattern of examination for direct recruitment to the post of Sub Inspector of Excise** shall be as under:

Subject	Maximum Marks allotted	Minimum qualifying marks
<p>Paper (I) Duration:- 03 hours Paper type: Subjective (80%) & Objective (20%)</p> <p><u>English and General Knowledge</u> h) Report Writing i) Comprehension j) Précis k) Business Communication l) Essay / Composition m) Grammar n) General Knowledge</p>	100	50
<p>Paper (II) Duration:- 02 hours Paper type: Objective (100%) Reasoning Ability / Mental Ability & Aptitude: To ascertain how well the candidate can think. It contains questions of various kinds. It will be partly verbal, that is based on or is related to figures and drawings as well as non verbal Numerical Ability: to ascertain how quickly the candidate is in working at numerical calculations; so as to test the ability of arithmetical computation of whole numbers, decimals 'and fractions and relationship between numbers. The questions would be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computations General Awareness: to ascertain a candidates' general awareness of environment around him and its application to society. The questions will be designed to test the candidate's</p>	100	60

knowledge of the current events and of such matters of everyday observation and experience as may be expected of an educated person, including topics on Life Sciences, Chemistry, Physics, etc. There may also be questions on Geography & History of Goa and India, culture heritage, freedom struggle etc.		
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10. Those candidates who have secured the minimum qualifying marks as per para (9) above {i.e. minimum marks defined for each Paper (I) and Paper (II)} shall be called for a viva-voce/oral interview {as per the guidelines laid down in para (11) below} to be conducted by the Departmental Selection Committee comprising of the Commissioner of Excise, the next immediate Senior Officer in the Excise Department and the Under Secretary to the Finance Department, Government of Goa.

11. The criteria for shortlisting/selection and marks to be awarded for the post of Sub Inspector of Excise shall be on the following basis:

(i) Basic Educational Qualification ... 50 marks (max.)

Upto 35%	00 marks
Above 35% and upto 45%	10 marks
Above 45% and upto 60%	25 marks
Above 60% and upto 70%	35 marks
Above 70% and upto 80%	45 marks
Above 80%	50 marks

(ii) Additional Academic Qualification ... 10 marks (max.)

Graduation in any discipline from a recognized University		
Upto 50%	03 marks
Above 50% and upto 60%	05 marks
Above 60% and upto 70%	08 marks
Above 70%	10 marks

(iii) Extra Curricular Activities ...10 marks (max.)

- (a) If represented the School / Higher 05 marks
Secondary /Educational Institution and placed in first 03 position
- OR
- (b) If represented State at the National Level / 07 marks
International Level
- OR
- (c) If represented State at the National Level / 10 marks
International Level and placed in first 03 position

[Participation shall be considered if the competition is organized by State / Central Government Departments / Agencies, University or Government recognized Associations / Organizations in the field of Sports, Art & Culture, Education, etc.]

In case of candidates who participate in National Cadet Corps activities, shall be awarded marks as follows:

(d) Possessing level 'A' certification	...	05 marks
(e) Possessing level 'B' certification	...	07 marks
(f) Possessing level 'C' certification	...	10 marks

[In case the candidate was selected to attend the Republic Day parade, irrespective of the certification, maximum 10 marks shall be awarded]

Note 1: The total marks awarded shall not exceed 10 marks (max.)

(iv) Work Experience ... 10 marks (max.)

Below 02 years	03 marks
03 to 05 years	06 marks
05 years and above	10 marks

(v) Knowledge of Computers ... 05 marks (max.)

Candidates having completed a course / programme in Computer application / software or hardware / computer soft skills, etc.
Course duration of 02 months upto 06 months 03 marks

Course duration more than 06 months 05 marks

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

Communication Skills 05 marks

Subject Proficiency 05 marks

Aptitude 05 marks

(Only for those candidates shortlisted for final selection)

(vii) The criteria for short listing the candidates for the purpose of Viva Voce (Oral Interview) shall be as follows:

(a) The total marks as per marking scheme detailed above under 11(i) to 11(v) shall be computed separately for the candidates in each category of reservation. The maximum marks which can be awarded are 85 marks.

(b) The candidate(s) obtaining highest marks awarded out of 85 marks shall be identified.

(c) Based on the number of posts in each category, the highest marks obtained by the candidate(s) considering the last number of vacancy available will be identified

(d) The highest marks so obtained by the candidate (s) identified at (c) above, shall be reduced by 15 marks to identify the benchmark level of marks.

(e) All candidates securing marks in the range of the highest marks awarded {as at (a) above} and the bench mark level of marks shall be shortlisted and called for the Oral Interview.

Illustration: Consider that there are 10 vacancies of Sub Inspector of Excise. After applying above criteria, the highest mark awarded to any candidate is 60 marks out of the maximum 85 marks. Thereafter in order of merit of marks obtained identify the 10th candidate(s). Say this 10th Candidate { where 10 is the number of vacancies available } has obtained 50 marks; then all candidates who have secured 35 marks and above out of the maximum 85 marks shall be shortlisted and called for the Oral Interview.

(f) Candidates securing zero marks for the Oral Interview as per the criteria laid down at 11(vi) above and those candidates who fail to appear for the Oral Interview shall not be considered for selection.

(g) In the event two candidates secure the equal marks, then for the purpose of determining the merit, the higher marks obtained as per (a) above shall be considered.

Selection Criteria for the post of Asst. Excise Guard and Peon:

12. The criteria for short listing / selection and marks to be awarded for the post of Asst. Excise Guard and Peon shall be as follows:

(i) Possessing Qualification next to Basic Qualification 60 marks (max.)

(a) Passed Std. VII (Middle School) 00 marks

(b) Passed Std. VIII 30 marks

(c) Passed Std. IX 40 marks

(d) Passed Std. X / SSCE 50 marks

(e) Passed Std. XII / HSSCE or
ITI after Std. X / SSCE 60 marks

(ii) Extra Curricular Activities ... 10 marks (max.)

(d) If represented the School / Higher 05 marks
Secondary and placed in first 03 position

or

(e) If represented State at the National Level / 07 marks
International Level

or

(f) If represented State at the National Level / 10 marks
International Level and placed in first 03 position

[Participation shall be considered if the competition is organized by State / Central Government Departments / Agencies or Government recognized Associations / Organizations in the field of Sports, Art & Culture, Education, etc.]

In case of candidates who participate in National Cadet Corps activities, shall be awarded marks as follows:

- | | | |
|--|-----|----------|
| (a) Possessing level 'A' certification | ... | 05 marks |
| (b) Possessing level 'B' certification | ... | 07 marks |
| (c) Possessing level 'C' certification | ... | 10 marks |

[In case the candidate was selected to attend the Republic Day parade, irrespective of the certification, maximum 10 marks shall be awarded]

Note 1: The total marks awarded shall not exceed 10 marks (max.)

(iii) Work Experience **... 10 marks (max.)**

- | | | |
|--------------------|-------|----------|
| Below 02 years | | 03 marks |
| 04 to 05 years | | 06 marks |
| 05 years and above | | 10 marks |

(iv) Knowledge of Computers **... 05 marks (max.)**

Candidates should have completed a course / programme in Computer application / software or hardware / computer soft skills, etc.

- | | | |
|---|-------|----------|
| Course duration of 02 months upto 06 months | | 03 marks |
| Course duration more than 06 months | | 05 marks |

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

- | | | |
|----------------------|-------|----------|
| Communication Skills | | 05 marks |
| Overall Proficiency | | 05 marks |
| Aptitude | | 05 marks |
- (Only for those candidates shortlisted for final selection)

(vi) The criteria for short listing the candidates for the purpose of Viva Voce (Oral Interview) shall be as follows:

- The total marks as per marking scheme detailed above under 12(i) to 12(iv) shall be computed separately for the candidates in each category of reservation. The maximum marks which can be awarded are 85 marks.
- The candidate(s) obtaining highest marks awarded out of 85 marks shall be identified.
- Based on the number of posts in each category, the highest marks obtained by the candidate(s) considering the last number of vacancy available will be identified
- The highest marks so obtained by the candidate (s) identified at (c) above, shall be reduced by 15 marks to identify the benchmark level of marks.
- All candidates securing marks in the range of the highest marks awarded {as at (a) above} and the bench mark level of marks shall be shortlisted and called for the Oral Interview.

Illustration: Consider that there are 10 vacancies of Asst. Excise Guard or Peon. After applying above criteria, the highest mark awarded to any candidate is 60 marks out of the maximum 85 marks. Thereafter in order of merit of marks obtained identify the 10th candidate(s). Say this 10th Candidate { where 10 is the number of vacancies available } has obtained 50 marks; then all candidates who have secured 35 marks and above out of the maximum 85 marks shall be shortlisted and called for the Oral Interview.

- Candidates securing zero marks for the Oral Interview as per the criteria laid down at 12(v) above and those candidates who fail to appear for the Oral Interview shall not be considered for selection.
- In the event two candidates secure the equal marks, then for the purpose of determining the merit, the higher marks obtained as per (a) above shall be considered.

13. In all cases, the details of the eligible candidates as well as the candidates found ineligible (alongwith reasons thereof) and the marks obtained by each candidate as per the above detailed criteria will be displayed on the Notice Board of the Excise Department as well as on the website of the Department. The date, venue and timing of the viva-voce (oral interview) will be informed to the candidates who have been shortlisted for the final selection through the e-mail ID/address; provided by the applicant (in case of Inspector of

Excise and Sub-Inspector of Excise) and by post (in case of Asst. Excise Guard and Peon), while filling up the application form.

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 Excise Department as well as on the website of the Department. Individual offer of appointment will be dispatched by post (through Registered A/D) at the postal address indicated in the application form, to the selected candidates, as well as by e-mail.

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.

14. 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.

15. In case, at any stage, it is found that any of the information provided by the candidate is false, the application of the candidate shall be summarily rejected and the candidate shall be disqualified for selection.

16. Canvassing in any form will disqualify candidate from selection.

17. This issues with the approval of the Government, through Finance (Revenue and Control) Department vide U.O. No. 1474008 dated 12-04-2013.

(Menino D'Souza)
Commissioner of Excise