



GOVERNMENT OF GOA
DEPARTMENT OF CO-OPERATION
OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES

“SAHAKAR SANKUL”
4TH & 5TH Floor, EDC Complex, Patto
Panaji, Goa – 403 001

Tel: +91 832 2437165/2437174/2437175

Fax: +91 832 2437134

Email: reg-orcs.goa@nic.in

ADVERTISEMENT

Applications are invited by the Registrar of Cooperative Societies, Government of Goa, Panaji-Goa for filling up the following vacancies in the Office of the Registrar of Cooperative Societies, Government of Goa, Panaji-Goa. Interested eligible candidates may submit their applications giving details in enclosed format so as to reach this office on or before 09/04/2021 by 5.00 p.m. Applications should be addressed “**To The Registrar of Cooperative Societies, Government of Goa, “Sahakar Sankul”, 4th and 5th Floor, EDC Complex, Patto, Panaji Goa-403001**”. Candidate shall refer to the detailed advertisement uploaded on the portal www.goa.gov.in. Candidate shall download the application format from the departmental website www.coopgoa.gov.in.

Sr. No.	Designation of the Post	Number of post and category of reservation		Pay Matrix Level	Educational Qualification
1.	Sr. Marketing Inspector	Un-reserved	01	Pay Matrix Level -6	<u>Essentials:</u> 1) Degree of a recognized University in Agricultural Science or Economics or Commerce as a subject or equivalent. 2) About 3 years experience in a responsible managerial capacity in the field of marketing agricultural commodities. <u>Desirable:</u> 1. Experience of preparing marketing survey reports. 2. Knowledge of Konkani and /or Marathi
		O.B.C.	01		
		TOTAL	02		
2.	Sr. Auditor/Sr. Inspector/SRO	Un-reserved	08	Pay Matrix Level -5	<u>Essential :-</u> 1. Graduate in Commerce or B.A with Economics 2. About three years Experience in a responsible capacity <u>Desirable:</u>
		O.B.C.	06		
		S.C.	01		

		S.T.	04		1. Experience in Cooperation 2. Knowledge of Accounts and Banking 3. Knowledge of Konkani and /or Marathi.
		E.W.S.	03		
		TOTAL	22		
3.	Jr. Auditor/Jr. Inspector	Un-reserved	03	Pay Matrix Level -4	<u>Essential:-</u> Intermediate or equivalent from a recognized University or Board. <u>Desirable:-</u> Two years experience in Cooperation.
		O.B.C.	02		
		ST	01		
		TOTAL	06		
4.	Jr. Stenographer	Un-reserved	1	Pay Matrix Level -4	<u>Essential:-</u> 1. Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education. 2. Speed of 100 words per minute in Short Hand and 35 words per minute in typing. 3. Minimum three months certificate course in Computers. 4. Knowledge of Konkani. <u>Desirable:-</u> Knowledge of Marathi
		O.B.C.	2		
		TOTAL	3		
5.	Lower Division Clerk	Un-reserved	9	Pay Matrix Level -2	<u>Essential:-</u> 1. Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board or Technical Education or equivalent qualification from a recognized Institution. 2. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. 3. Knowledge of Konkani <u>Desirable:-</u>
		O.B.C.	9		
		S.T.	2		
		E.W.S.	2		
		TOTAL	22		
		(Out of 22 vacancies 1 post is reserved for Ex-Servicemen)			

					Knowledge of Marathi.
6.	Audit Assistant	Un-reserved	7	Pay Matrix Level -2	<p>Essential:-</p> <ol style="list-style-type: none"> XIIth Commerce or XIIth Arts with Economics, from recognized Board Should be Computer literate. Six months working experience of Accountancy from a reputed Institution/Firm Knowledge of konkani <p>Desirable:-</p> <p>Knowledge of Marathi</p>
		O.B.C.	2		
		S.T.	1		
		E.W.S.	1		
		Total	11		
		(Out of 11 vacancies 1 post is reserved for Ex-Servicemen)			
7.	Grader Assessor	Un-reserved	2	Pay Matrix Level -2	<p>Essential :-</p> <p>SSC or equivalent</p>
		O.B.C.	1		
		S.T.	1		
		TOTAL	4		
8.	Multitasking Staff	Un-reserved	3	Pay Matrix Level -1	<p>Essential:-</p> <ol style="list-style-type: none"> 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 recognized institution. <p>Note:-Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <ol style="list-style-type: none"> Knowledge of Konkani. <p>Desirable:-</p> <ol style="list-style-type: none"> Knowledge of Marathi. Multi Tasking skills such as knowledge of operating office machines including computers.
		O.B.C.	3		
		S.T.	1		
		Total	7		

Age:- Not exceeding 45 years (relaxable for reserved vacancies and for Government Servants in accordance with the instructions or orders issued by the Government from time to time).

- The candidates already working in the Government, local self Government, Semi-Government, autonomous bodies or establishments, or any other Department/body, establishment or Institutions being an instrumentality of the Government should send their applications through proper channel only. The last date for submission of application through proper channel is 09/04/2021 by 5.00 p.m.
- For reserved category the candidates should have valid certificate issued by the competent authority.
- Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
- For any enquiry for filling up the applications, the candidates may contact on office phone number:- +91 832 2437165/2437175 only on working days between 10.00 a.m. to 5.00 p.m.
- The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post.

(ARVIND B. KHUTKAR)
Registrar of Coop. Societies &

APPLICATION FORMAT

**Passport size
self attested
photograph**

To
The Registrar,
Cooperative Societies,
Government of Goa,
4th and 5th Floor, "Sahakar Sankul",
Patto, Panaji- Goa.

1) Post applied for: - _____

2) Category:- _____

1. Full Name:-

2. Father's Husband Name:-

3. Full Residential address:-

4. Mobile No:-

5. Email-id if any:-

6. Date of Birth and age as on date of Advertisement:-

7. Nationality:-

8. Whether possesses required essential qualification (Yes/No):-

9. Category (SC/ST/OBC/Un-Reserved/Ex- Serviceman/FF/EWS):-

10. Employment Registration Number and Validity:-

11. No. & Date of valid residential certificate of Goa:-

12. Valid caste certificate No. & Date :-

13. Valid EWS certificate No. & Date :-

14. Languages Known:-

15. Experience, if any:-

(Signature of applicant with date)

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 to here mandatory requirements for the post, I understand that in
the event of particulars or information given herein being found false or incorrect,
my candidature for the recruitment is liable to be **REJECTED OR CANCELLED**
EVEN AFTER SELECTION.

Signature _____

Name _____

PROCEDURE FOR APPLYING

***The interested candidates shall apply for the post by downloading the application form from department website www.coopgoa.gov.in.** by clicking on the link “Vacancies in the Registrar of Cooperative Societies, Government of Goa, “Sahakar Sankul”, 4th and 5th Floor, Panaji-Goa.

*The last date of submission of the application forms by the eligible candidate’s is 09/04/2021 by 5.00 p.m.

*The hard copy of application form filled in with the necessary details and affixed with his/her recent self attested passport size photograph on the space provided and duly signed at the bottom of the Application form shall be submitted by hand deliver/through postal delivery in the Registrar of Cooperative Societies, Government of Goa, “Sahakar Sankul”, 4th and 5th Floor, Panaji-Goa on or before 09/04/2021 by 5.00 p.m. on working days, during office hours. The hard copy of Application form received after the due date will be summarily rejected.

* Candidates applying for the posts under quota reserved for Ex-Serviceman/FF should indicate on their application form whether they belong to SC/ST/OBC/EWS or UR category.

* In case of Ex-serviceman category, requirement of 15 years continuous residence in the state of Goa is relaxed to 05 years only for employment purpose. However, preference in employment shall be given to Ex-servicemen of Goan origin and those who are having 15 years continuous residence period in the state.

*The candidates working in the Government, local self Government, Semi-Government, autonomous bodies or establishments, or any other Department/body, establishment or Institutions being an instrumentality of the Government should send their applications through proper channel only and shall not apply online. The last date for submission of application through proper channel is 09/04/2021 by 5.00 p.m.

*The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, caste belongs, etc. shall be the closing date fixed for submission of application forms by the applicant to the office of the Registrar of Cooperative Societies, Government of Goa, “Sahakar Sankul”, 4th and 5th Floor, Panaji-Goa.

Syllabus:

1. Sr. Marketing Inspector

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 10 marks
- 2) General Mathematics --- 10 marks
- 3) Logical Reasoning ----10 marks
- 4) General English ---- 10 marks
- 5) Computer Fundamentals ----10 marks.
- 6) Goa Agricultural Produce Marketing (Development and regulations) Act 2007 and Rules 2010. ---- 20 Marks
- 7) Schemes Related to Agricultural Marketing ----15 marks.
- 8) Goa Co-operative Societies Act 2001 and Rules 2003.---- 15 marks.

2. Sr. Auditor/Sr. Inspector/ Special Recovery officer:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 10 marks
- 2) General Mathematics --- 08 marks
- 3) Logical Reasoning ----07 marks
- 4) General English ---- 10 marks
- 5) Computer Fundamentals ----10 marks.
- 6) Goa Co-operative Societies Act 2001 and Rules 2003 ---- 05 Marks
- 7) Accounting and Auditing: (50 marks)
 - a) Accounting principles, procedures and concepts.
 - b) Scrutiny of records for Audit purpose
 - c) Journal, Ledger and cash book
 - d) Annual Budget
 - e) Adjustment and depreciation
 - f) Financial planning and cost accounting
 - g) Head of accounts, re-appropriation of accounts and supplementary grants.
 - h) Settlement of Audit Objections.

3. Jr. Auditor/Jr. Inspector:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 10 marks
- 2) General Mathematics --- 08 marks
- 3) Logical Reasoning ----07 marks
- 4) General English ---- 10 marks
- 5) Computer Fundamentals ----10 marks.
- 6) Goa Co-operative Societies Act 2001 and Rules 2003 ---- 05 Marks
- 7) Accounting and Auditing: --- 50 marks
 - a) Accounting principles, procedures and concepts.
 - b) Scrutiny of records for Audit purpose

- c) Journal, Ledger and cash book
- d) Annual Budget
- e) Adjustment and depreciation
- f) Financial planning and cost accounting
- g) Head of accounts, re-appropriation of accounts and supplementary grants.
- h) Settlement of Audit Objections.

4. Junior Stenographer

Exam will be conducted in 2 parts:

Part (A) All Candidates will have to undergo a Skill Test in Shorthand and typing. Candidates Qualifying with minimum required speed as per RRs (Shorthand:100 WPM and Typing: 35 WPM) will have to undergo a final selection test of 50 marks as per the given syllabus.

Part (B) Syllabus of Written test - to be answered by candidates shortlisted on the basis of Skill test.

Marks: 50, Duration: 60 minutes.

- 1) General knowledge and Current Affairs ---- 10 marks
- 2) General Mathematics ---0 5 marks
- 3) Logical Reasoning ----05 marks
- 4) General English ---- 05 marks
- 5) Computer Fundamentals ----15 marks.
- 6) Legal Awareness – 05 Marks
- 7) Goa Co-operative Societies Act 2001 and Rules 2003. – 05 Marks

5. Audit Assistant:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 15 marks
- 2) General Mathematics --- 15 marks
- 3) Logical Reasoning ----15 marks
- 4) General English ---- 10 marks
- 5) Computer Fundamentals ----10 marks.
- 6) Right To Information Act, 2005 ---10 marks
- 7) Accounting, Auditing and Economics: - (25 marks)
 - a) Accounting principles, procedures and concepts.
 - b) Scrutiny of records for Audit purpose
 - c) Journal, Ledger and cash book
 - d) Terms and laws in Banking and Co-operative sector.
 - f) Basic Concepts of Economics

6. Lower Division Clerk:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 20 marks
- 2) General Mathematics --- 15 marks
- 3) Logical Reasoning ----15 marks
- 4) General English ---- 15 marks
- 5) Computer Fundamentals ----15 marks.
- 6) Right To Information Act, 2005 – 10 marks
- 7) Goa Co-operative Societies Act 2001 and Rules 2003. ---05 Marks
- 8) Legal Awareness ---- 05 Marks

7. Grader /Assessor:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 20 marks
- 2) General Mathematics --- 15 marks
- 3) Logical Reasoning ----15 marks
- 4) General English ---- 15 marks
- 5) Computer Fundamentals ----15 marks.
- 6) Legal Awareness including RTI Act, 2005---- 05 marks
- 7) Knowledge of Acts and Schemes related to Co-operative Sector. --- 15 Marks

8. Multi Tasking Staff:

Objective Type (MCQ) Written test of 100 marks and 90 Minutes duration.

- 1) General knowledge and Current Affairs ---- 20 marks
- 2) General Mathematics --- 15 marks
- 3) Logical Reasoning ----15 marks
- 4) General English ---- 15 marks
- 5) Computer Fundamentals ----15 marks.
- 6) Legal Awareness including RTI Act, 2005---- 05 marks
- 7) Knowledge of Acts and Schemes related to Co-operative Sector. --- 15 Marks

GENERAL INSTRUCTIONS

- a) No certificates or documents are to be annexed with the duly filled hard copy of Application form by the candidates.
- b) Soliciting or canvassing in any form or influencing the Registrar of Coop. Societies in any manner by a candidate shall disqualify the candidature and decision of the Registrar of Coop. Societies in this respect shall be final.
- c) No traveling allowance or any other allowance will be paid to the candidate for attending written examination.
- d) The details pertaining to syllabus will be uploaded on the website of the Registrar of Coop. Societies (www.coopgoa.gov.in) and Government web portal (www.goa.gov.in).
 - a. The details pertaining to examination schedule will be uploaded on the website of the Registrar of Coop. Societies (www.coopgoa.gov.in)
- e) The final selection list and wait list, which shall be subject to the verification of documents, shall be published on the website of the Registrar of Coop. Societies (www.coopgoa.gov.in) and Government web portal (www.goa.gov.in).
- f) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.