



Government of Goa  
**DIRECTORATE OF EDUCATION**  
Alto - Porvorim, Bardez - Goa

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No. DE/Acad/Misc/2018/134

Dated:- 11/01/2018

**C I R C U L A R**

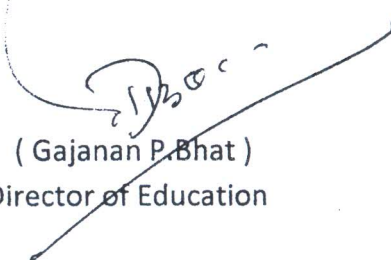
It has come to the notice of the undersigned that at times the Departmental Representatives who attend DPC and DSC meetings for recruitment/promotion/grant of Senior or Selection Scale do not verify the requisite documents and at times fail to ensure that the laid down procedure is followed by the managements concerned.

Henceforth the deputed representatives are authorized to cancel the DPC/DSC meetings in case the required procedure enclosed is not followed by the managements.

The intimation about the details of cancellation should be given to the Dy. Director of the Zone concerned with a copy endorsed to this Directorate..

The Zonal head should also ensure that due care is taken when the representative are deputed and must ensure that the meeting is called for strictly as per NOC granted and that the entire laid down procedure is followed.

This issues with the approval of the Government.

  
( Gajanan P. Bhat )  
Director of Education

Encl:- As above.

To,

1. The Chairman/Manager of all Aided Educational Institution.
2. The Dy. Director of Education,  
North/South/Central Educational Zone.  
Mapusa/Margao/Panaji – Goa.

Copy to :

- 1) The ADEIs of all Talukas.
- 2) The Dy. Director of Education, Planning Section.
- 3) The Asstt. Director of Education, Adult Section.
- 4) The Asstt. Director of Education, Vocational Section.
- 5) The Nodal Officer, IT for uploading on website of this Directorate.

**CHECK LIST**  
**Departmental Selection Committee (D.S.C.)**

**(For Regular vacancy only)**

1. Letter from Zone/DE
2. NOC
3. Composition of DSC. ( as per rule 74)
4. RRs.
5. Roster duly approved by Directorate of Social Welfare
6. Type of post.
7. Appropriate Advertisement.
8. List provided by Employment Exchange.
9. Sufficient time to apply.
10. Sufficient notice by Reg. AD to attend.
11. Valid employment exchange cards.
12. Original Qualification Certificates.
13. Appropriate format for recording marks.

Note: DSC minutes must be signed on the same day.

**CHECK LIST**  
**Departmental Promotion Committee (D.P.C.)**

1. Letter from Zone.
2. Composition of DPC(as per rule 74)
3. Seniority list signed by all concerned.(as per rule 87 & 87A)
4. Service book of all concerned up to date and countersigned.
5. APARs of last 5 years.( as per rule 90)
6. **I) For Promotion.**
  - a. Fitness for promotion certificate.
  - b. Comparative chart showing CR remarks of candidates fit & in Zone of consideration.
- II) For Senior Scale.**
  - a. List of 21 days training undergone.
  - b. Certificates of training.
  - c. Verification of continuous service
- III) For selection scale.**
  - a. List of 21 days training
  - b. Certificates of training
  - c. Higher Qualification Certificate.
  - d. Verification of continuous service.
- IV) For MACPS**
  - a. Verification of continuous service.
  - b. No adverse remarks.

