



**Directorate of Food & Drugs Administration**

Government of Goa

"Dhanwantari", Opp. The Shrine of Holy Cross, Bambolim - Goa. 403 202.

No.2/DFDA/Admn./2019-20 / 3080

Dated:-21/08/2019

**ADVERTISEMENT**

Applications are invited from eligible candidates through hand delivery only latest by **16/09/2019** for filling up the various posts in Group 'C' in the Directorate of Food and Drugs Administration, 'Dhanwantari' Opp. Shrine of Holy Cross, , Bambolim-Goa :-

**DETAILS OF POSTS AND ELIGIBILITY**

Sr. No.	Post & Pay Scale	Total No. of Posts	No.of vacancies category-wise	Essential Educational qualifications
1	<b>Food Safety Officer</b>  Level 5 of Pay of 7 <sup>th</sup> CPC Rs. 29,200/- +allowances	13 posts	ST - 2 OBC - 4 CFF - 1 General - 6	(1)(i) A Degree in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Agricultural Science or Veterinary Science or Biochemistry or Microbiology or Master's Degree in Chemistry or Degree in Medicine from a recognized University or (ii) Any other equivalent/recognized qualification notified by the Central Government, and <b>Note:</b> Selected candidate will have to successfully complete training as specified by the Food Authority in a recognized Institute or Institution approved for the purpose (2)Knowledge of Konkani.  <b>Desirable:-</b> Knowledge of Marathi
2	<b>Assistant Chemist (Food)</b>  Level 5 of Pay of 7 <sup>th</sup> CPC Rs. 29,200/-	10 posts	OBC - 3 ST - 2 General - 5	(1) Master's Degree in Chemistry or Biochemistry or Food Technology or Microbiology or Food and Drugs from a University established in India by Law or is an Associate of the Institution of Chemists (India) by examination in the section of Food Analysis conducted by the Institution of Chemists (India) or has an equivalent qualification recognized and notified by the Central Government for such purposes; and (2) Not less than one year experience in the analysis of food or liquor or drugs by using sophisticated instruments like UV, Spectrophotometer, Gas Chromatography, etc. in a reputed organization. <b>Or</b> (1) (i)Degree in Science with Chemistry or Biochemistry or Food Technology or Microbiology or Food and Drugs from a University established in India by law or

					<p>has an equivalent qualification recognized and notified by the Central Government for such purpose; and (ii) Not less than three years experience after Graduation in the analysis of Food or Liquor or drugs by using sophisticated instruments like UV Spectrophotometer, Gas Chromatography, etc. in a reputed organization.</p> <p>(2) Knowledge of Konkani. <b>Desirable:-</b> Knowledge of Marathi</p>
3.	<p><b>Assistant Chemist (Drugs)</b> Level 5 of Pay of 7<sup>th</sup> CPC Rs. 29,200/-</p>	7 posts	<p>OBC - 2</p> <p>ST - 1</p> <p>General - 4</p>		<p>(1) Graduate in Pharmacy or Pharmaceutical Chemistry or Science with Chemistry or Microbiology of a University established in India by Law or has an equivalent qualification recognized and notified by the Central Government for such purposes; and</p> <p>(2) Not less than three years experience in the analysis of drugs in a reputed pharmaceutical manufacturing company including analysis of drugs by using equipment's like UV Spectrophotometer, IR Spectrophotometer, High Pressure Liquid Chromatography, Gas Chromatography, etc.</p> <p>(3) Knowledge of Konkani <b>Desirable:-</b> Knowledge of Marathi</p>
4.	<p><b>Pharmacist</b> Level 5 of Pay of 7<sup>th</sup> CPC Rs. 29,200/-</p>	4 posts +01 anticipatory vacancy	<p>ST - 1</p> <p>OBC - 2</p> <p>General (including anticipatory vacancy) - 2</p>		<p>(1) Diploma in Pharmacy from Board of Technical Education or Degree in Pharmacy from recognized University.</p> <p>(2) Should be registered with the State Council of Pharmacy.</p> <p>(3) Knowledge of Konkani</p> <p><b>Desirable:-</b></p> <p>(i) Not less than three years experience as registered Pharmacist.</p> <p>(ii) Knowledge of Marathi</p>
5.	<p><b>Laboratory Assistant</b> Level 4 of Pay of 7<sup>th</sup> CPC Rs. 25,500/-</p>	4 posts	<p>OBC - 1</p> <p>Person with Disability</p> <p>• Deaf and Hard of Hearing- 1</p> <p>General - 2</p>		<p>(1) Matriculation or its equivalent with Science subject.</p> <p>(2) Successful completion of Lab.Asstt/Lab.Technician Course from a recognized institution.</p> <p>(3) Knowledge of Konkani</p> <p><b>Desirable:-</b> Knowledge of Marathi</p>
6	<p><b>Junior Stenographer</b> Level 4 of Pay of 7<sup>th</sup> CPC Rs. 25,500/-</p>	1 post	General - 1		<p>(1) Higher Secondary School Certificate or equivalent qualification from a recognized Board/Institution.</p> <p>(2) Should be Computer Literate.</p> <p>(3) Speed of 100 words p.m. in short hand &amp; 35 words p.m. on computer typewriting.</p> <p>(4) Knowledge of Konkani</p> <p><b>Desirable:-</b> Knowledge of Marathi</p>

7.	<b>Lower Division Clerk</b> Level 2 of Pay of 7 <sup>th</sup> CPC Rs. 19,900/-	7 posts	ST - 1 OBC - 3 Ex. Serviceman - 1 General - 2	(1) Higher Secondary School Certificate or equivalent qualification from a recognized Board/Institution (2) Should be Computer Literate (3) Knowledge of Konkani <b>Desirable:-</b> Knowledge of Marathi
8	<b>Driver</b> Level 2 of Pay of 7 <sup>th</sup> CPC Rs. 19,900/-	3 posts	OBC - 1 General - 2	(1) Passed the Secondary School Certificate Examination from a recognized Board/Institution. (2) Driving licence for light vehicle (3) Unblemished experience of at least two years in the line (4) Knowledge of Konkani <b>Desirable:-</b> Knowledge of Marathi
9.	<b>Multi Tasking Staff</b> Level 1 of Pay of 7 <sup>th</sup> CPC Rs. 18,000/-	6 posts	Person with Disability • Blindness and low vision- 1 OBC - 1 ST - 1 General - 3	(1) Secondary School Examination Certificate from recognized Board or Institution or Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Board/Institution (2) Knowledge of Konkani <b>Desirable:-</b> Knowledge of Marathi  Multi tasking skills such as knowledge of operating office machine including computer.

### GENERAL GUIDELINES

1. Go to Official website [www.goa.gov.in](http://www.goa.gov.in).
2. Find a detailed advertisement of all the posts/vacancies containing the terms and conditions alongwith the **Proforma of Application, documents required and the instructions** can be downloaded by clicking on the link "**VACANCIES IN THE DIRECTORATE OF FOOD AND DRUGS ADMINISTRATION**" **Read it and check Eligibility and then fill up the form correctly.**
3. The generated 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 delivery/through postal delivery in the Directorate of Food and Drugs Administration from **26/08/2019 to 16/09/2019** between 10.00 a.m. to 3.00 p.m. daily (Lunch break 1:15 p.m. to 2.00 p.m.). The hard copy of the Application Form received after the due date will be summarily rejected.
4. **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.** However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though he/she has passed the examination.
5. **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".**
6. There will be written examination. Skill test will be taken wherever applicable. Only qualified candidates shall be called for written examination.
7. The total marks of written examination shall be 100 and duration of examination shall be two hours.

8. Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit. The entire result shall be published on the notice board of the Department, as well as on the portal [www.goa.gov.in](http://www.goa.gov.in) and [www.dfda.goa.gov.in](http://www.dfda.goa.gov.in).
9. If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
10. There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written examination.
11. Candidates applying for the posts must possess 15 years continuous residence in the State of Goa issued by the Mamlatdar, except for the following categories.
  - The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
  - A person whose marriage is registered in Goa, with the person having fifteen years residence in Goa, and both are residing in the State of Goa continuously for a period of 5 years.
  - Ex-servicemen/women and their spouse and children, who are residing in Goa for last two years after discharge/release/retirement from the armed forces.
12. However, preference in employment shall be given to Ex-serviceman of Goan origin and those who are having 15 years continuous residence period in the State.
13. Candidates applying for the posts under quota reserved for Ex-Servicemen should indicate on their application form whether they belong to SC/ST/OBC or UR category.
14. 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 instrument of the Government should send their applications through proper channel only on or before the last date of submission of the application. All such applications received directly without following proper channel shall be rejected.
15. 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 **16/09/2019 (closing date)** for appointment to the above posts.
16. Interested candidates should ensure that they are fulfilling the educational qualifications/criteria prescribed for the above posts with the valid certificates of qualification, computer literacy certificate, experience certificate, 15 years Residential Certificate. Valid Employment Card, Birth Certificate, Caste/Differently-abled Certificate issued by Competent Authorities.
17. No TA/DA will be paid either for appearing for written test or joining the post.
18. The post under CFF category shall be filled only through the list sponsored by the Home Department and no direct application will be entertained.
19. Age limit should not exceed 45 years for all the posts as on date of advertisement. Age is relaxable for Govt. servants/ST/OBC/Person with Disability/Children of Freedom Fighter as per the instructions or orders issued by the Government from time to time.
20. Anticipatory post of recruitment year will be filled when actual vacancy occurs.
21. A separate application should be submitted for each type of post.
22. Candidature is liable to be rejected if valid registration form is not generated or not uploaded with requisite documents.
23. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
24. The applicants will be informed for written examination/skill test through email, whatsapp, sms or by sending call letter and the said message or call letter will be valid for all purpose.
25. Out of above posts advertised; 05 posts are reserved for meritorious sportsperson, if available



## APPLICATION FORM

Affix passport size  
photograph

Name & Address of the Applicant \_\_\_\_\_  
\_\_\_\_\_

To  
The Director,  
Directorate of Food and Drugs Administration,  
Opp. Holy Shrine, "Dhanwantari",  
Bambolim-Goa.

**Name of the post applied for:** APPLICATION FOR THE POST OF \_\_\_\_\_

**Category of the post applied for (ST/OBC/PwD/UR/CFF/Ex.Serv.).**

Please write in the given space whichever is applicable:- \_\_\_\_\_

- 1 Name in full (In block letters) :-  

	SURNAME	NAME	MIDDLENAME
2 Gender (Male/Female)	:-	_____	_____
3 Marital status	:-	_____	
4 Father's / Husband's Name	:	_____	
5 Address for correspondence (in block letters)	:-	H.No. _____ Village/Town _____	Waddo:- _____ Taluka:- _____
		Constituency:- _____	
		District:- _____	State:- _____
		Pin:- _____	
5 Contact No.	:-	Mobile: _____	E-mail ID: _____
6 Date of Birth (dd/mm/yyyy):-	:-	_____	
7 Age as on date of advertisement (YY/MM)	:-	_____	
8 Whether residing in Goa for last 15 years – Yes/No. If yes, Certificate valid upto		_____	
9 Employment Exchange Reg.No.	:-	_____	Valid upto: _____
10 Nationality	:-	_____	
11 Details of Essential Qualifications	:-		

Sr. No	Examination Passed	Month & year of passing	Grade/Class /Division	Name of the Board/University	Marks obtained	% achieved

12 Additional qualifications (Other than essential qualification shown above):

Sr. No	Examination Passed	Month & year of passing	Grade/Class /Division	Name of the Board/University	Marks obtained	% achieved

13	<b>Languages Known :</b> (Please tick (v) in appropriate column)			
	<b>Name of the language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
	English			
	Konkani			
	Marathi			
Hindi				

14. Details of Extra Curricular activities.

Sr. No.	Details of Extra Curricular activities/participation.	Name of event	Date of event	Name of the Organization conducting event	Position secured

15 Details of Work experience in the field

Sr. No	Name of Organisation/Institution/ Establishment	Designation of the post held	Nature of work handled	Date		Period
				From	Upto	

(Note:- May attach additional sheets, if required)

**DECLARATION**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualifications and other mandatory documents 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.**

**(Note: Strictly No Certificate to be attached/enclosed)**

Place:- \_\_\_\_\_

(Signature of the applicant)

Dated:- / /2019

Name(in block letters) \_\_\_\_\_

**POST-WISE SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE, WRITTEN TEST FOR THE VARIOUS POSTS AS UNDER :-**

Syllabus shall encompass questions based on essential qualification, general knowledge, reasoning ability, quantitative aptitude, etc. commensurate with the degree/level of understanding required for the post.

**A. FOOD SAFETY OFFICER**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "FOOD SAFETY OFFICER" – 100 MARKS**

1	Food Safety and Standards Act 2006 and Rules 2011 and Regulations 2011 and all the Regulations till date.	30 Marks
2	Infant Milk Substitute Act.	10 Marks
3	Cigarettes and other Tobacco Products Act 2003	10 Marks
4	General Knowledge	05 Marks
5	Knowledge of relevant provisions of Code of Criminal Procedure and Evidence Act	10 Marks
6	Goa Public Health (Amendment) Act 2005	10 Marks
7	Knowledge of Computers	05 Marks
8	Principle of Food Preservation and Packaging	10 Marks
9.	Food Microbiology and Food Hygiene	10 Marks

**B. ASSISTANT CHEMIST (FOOD)**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "ASSISTANT CHEMIST (FOOD)" – 100 MARKS**

1	Food Safety and Standards Act 2006 and Rules 2011 and Regulations 2011 and all the Regulations till date.	20 Marks
2	Planning Organization and setting up of Food Analysis Laboratory NABL/ISO/IEC-17025; 2017 and laboratory safety	10 Marks
3	Good Laboratory Practices	05 Marks
4	Principles of Food Preservation, Processing & Packaging	05 Marks
5	Principles & Basics of Human Nutrition	05 Marks
6	Food Chemistry	10 Marks
7	Food Microbiology and Food Hygiene	10 Marks
8	Physical, Chemical and Instrumental analysis of food	20 Marks
9	Knowledge of Analysis of Metal contaminants, Crop contaminants and naturally occurring toxic substances, pesticide residues, Antibiotic and Pharmacologically drugs residues.	05 Marks
10	General Knowledge	05 Marks
11	Knowledge of Computers	05 Marks

**C. ASSISTANT CHEMIST (DRUGS)**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "ASSISTANT CHEMIST (DRUGS)" – 100 MARKS**

1	Drugs & Cosmetics Act and Rules thereunder	15 Marks
2	Standards for Drugs	15 Marks
3	Pharmaceutical Chemistry	10 Marks
4	Chemical and instrumented analysis of drugs	20 Marks
5	Planning Organization and setting up of Drugs Analysis Laboratory including NABL/ISO/IEC17025:2017 and laboratory safety	10 Marks
6	Concepts of Microbiology and Microbiological analysis of drugs	20 Marks
7.	General Knowledge	05 Marks
8	Knowledge of Computers	05 Marks

**D. PHARMACIST**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "PHARMACIST"  
- 100 MARKS**

1	Drugs and Cosmetics Act and Rules thereunder	20 Marks
2	Drugs and Magic Remedies Act	10 Marks
3	Drugs Price Control Order 2013	10 Marks
4	Pharmacy Act 1948	20 Marks
5	. NDPS Act & Rules	15 Marks
6	General Knowledge	10 Marks
7	Knowledge of Computers	05 Marks
8	RTI Act	10 Marks

**E. LABORATORY ASSISTANT**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "LABORATORY ASSISTANT" - 100 MARKS**

1	Basicsof Chemistry	30 Marks
2	Basics of Microbiology	30 Marks
3	Basic of Good Laboratory Practices	30 Marks
4	Basics of Computers	10 Mars

**F. JUNIOR STENOGRAPHER**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "JUNIOR STENOGRAPHER)" - 100 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)	05Marks
6	History and Politics of State of Goa	10Marks
7	Skill Test	50Marks

**G. LOWER DIVISION CLERK**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST "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)	20Marks
5	Letter Writing	20 Marks

**H. DRIVER**

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR DRIVER- 100 MARKS**

1	Vehicle Knowledge	40Marks
2	General Knowledge	40Marks
3	Skill Test	20Marks

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I. **MULTITASKING STAFF (MTS)**  
**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR**  
**MULTITASKING STAFF (MTS) – 100 MARKS**

1	Computer Knowledge	- 30 Marks
2	General Knowledge	- 30Marks
3	Office Procedure	- 20Marks
4	Duties of Sampling Attendant	- 10Marks
5	Duties of Laboratory Attendant	- 10Marks

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