

Notification

GHB/ADM/1805/2022

In exercise of the powers conferred by section 129 read with sections 13 and 15 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) (hereinafter referred to as the "said Act") and all other powers enabling it in this behalf and in supersession of the Goa, Daman and Diu Housing Board Cadre, Recruitment of Staff, Functions, Powers and Sphere of Duties of Officers and other Employees Regulations, 1974, except as respects things done or omitted to be done before such supersession, the Goa Housing Board, with the prior approval of the Government, hereby makes the following Regulations, namely:—

1. *Short title and commencement.*— (1) These Regulations may be called the Goa Housing Board Cadre, Recruitment of Staff, Functions, Powers and Sphere of Duties of Officers and other Employees Regulations, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definition.*— In these Regulations, unless the context otherwise requires,—

(a) "Act" means the Goa Housing Board Act, 1968 (Act No. 12 of 1968).

(b) "Board" means the Goa Housing Board constituted under the Act.

(c) "rules" means rules framed under the Act or under any other law in force.

3. *Duties and responsibilities of the Secretary-cum-Managing Director of the Board.*— (1) The Secretary-cum-Managing Director of the Board shall perform the following duties and responsibilities, namely:—

The Secretary-cum-Managing Director of the Board shall,—

(i) function as the Chief Executive of the Board;

(ii) exercise proper control and superintendence over the functions of employees of the Board;

(iii) be the appointing and disciplinary authority of the staff of the Board;

(iv) exercise the powers of Head of the Department in relation to his duties under the Board and the provisions of the Goa Delegation of Financial Powers Rules, 2008, Fundamental Rules and Supplementary Rules, General Financial Rules, 2017; Goa Receipt and Payment Rules, 1997 and all other such rules, regulations and orders in force in the State of Goa from time to time, shall be applicable for exercise of his said powers.

(v) represent the Board in all matters before the Government and/or other agencies;

(vi) deal with service matters of various employees of the Board;

(vii) initiate action for convening the meetings of the Board and its Committees and shall maintain the records of the meetings and initiate follow up action on various points;

(viii) be responsible to prepare and place before the Board the Annual Administration Report as required under section 123 of the said Act;

(ix) deal with all matters relating to registration, allotment and sale of plots and tenements;

(x) be responsible to lease and allot the buildings of the Board;

(xi) attend to all legal cases on behalf of the Board;

(xii) be responsible for the safe custody of the office seal and other valuable documents of the Board, etc.; and

(xiii) perform such duties as provided for in the said Act.

4. *The duties and responsibilities of the Housing Engineer.*—

The Housing Engineer shall,—

(i) function as Branch Officer of the Engineering Branch and shall exercise proper control and supervision over the

staff members working in the Engineering Branch and ensure optimum utilization of the available manpower;

(ii) exercise the powers similar to that of the Superintending Engineer of the Public Works Department (PWD) of the Government of Goa, so far as the technical powers to be exercised by him including granting technical sanctions in relation to the work of the Board;

(iii) tender technical opinion on various technical matters as and when required by the Secretary-cum-Managing Director/Chairman/Board, as the case may be;

(iv) inspect all works of the Board under implementation and ensure that the system of work followed is efficient and economical and that all rules, regulations, instructions, contractual obligations, etc.; are properly observed while implementing various works and shall periodically report to the Secretary-cum-Managing Director about the progress of various housing activities under implementation of the Board;

(v) perform any other functions as may be assigned to him by his superiors; and

(vi) perform such duties as provided for in the said Act.

5. The duties and responsibilities of the Chief Accounts Officer.—

The Chief Accounts Officer shall,—

(i) function as Branch Officer of the Accounts Branch and shall exercise proper control and supervision over the staff members working in the Accounts Branch;

(ii) be responsible for the proper maintenance of various books of accounts as required under the provisions of the Act and the rules framed thereunder and all other rules applicable in the State of Goa and shall be responsible for all other matters connected with the financial aspect of the Board;

(iii) ensure proper scrutiny of all proposals involving financial implications;

(iv) be responsible for the preparation of the Annual Budget of the Board and shall also carry out the periodical monitoring of the Budget and report findings to the Board;

(v) maintain the central record of stores and all other movable and immovable property of the Board;

(vi) deal with such other matters as may be assigned to him by superiors; and

(vii) perform such duties as provided for in the said Act.

6. The duties and responsibilities of the Assistant Secretary.—

The Assistant Secretary shall,—

(i) be the liaison officer of the Board, and interact with various Departments and Authorities in the Government, in respect of the matters of the Board;

(ii) scrutinize all proposals submitted by the different branches in the Board, before they are submitted for the perusal of the Secretary-cum-Managing Director, the Chairman or the Board, as the case may be, and exercise proper control and superintendence over such functions;

(iii) exercise the powers of Head of the Office as may be delegated to him by the Board from time to time;

(vi) along with the Secretary-cum-Managing Director, represent in all matters before the Government and/or other agencies;

(v) with the prior consent and approval of the Board, assist in taking action for maintaining the records of the meetings of the Board and also follow up action on various points;

(vi) assist the Secretary-cum-Managing Director in preparation of the Annual Administration Report as required under section 123 of the said Act; and

(vii) perform such duties as provided for in the said Act and rules made thereunder, and as assigned by the Secretary-cum-Managing Director and Chairman of the Board.

7. Duties and responsibilities of other employees of the Board.—

(1) The duties and responsibilities of the other employees of the Board shall be such as may be assigned by the respective Branch Officers from time to time, with the prior approval of the Secretary-cum-Managing Director of the Board.

8. Accounts of the Board.— (1) The Accounts of the Board, shall be maintained in commercial form as provided in the rules framed under the Act, by adopting such procedures as may be specified under the relevant Accounts Code as in force, and those that may have been adopted and used by the Government of Goa from time to time.

(2) The Secretary-cum-Managing Director shall exercise the powers of the Head of the Department under the relevant rules/code relating to the Accounts of the Board.

(3) The Board shall follow all such rules as made applicable by the State of Goa.

9. Works of the Board.— (1) In matters related to the execution of civil works and all other such related works, the Board shall as far as possible adopt the procedures laid down in the Central Public Works Department (CPWD) Manual/Code as adopted by the Government of Goa and the Schedule of Rates (GSR) followed by the Departments of the Government of Goa for various works including electrical works.

(2) The powers which are exercised by the Chief Engineer, Public Works Department of the Government of Goa shall vest in the Technical Committee of the Board.

10. Service conditions of the employees of the Board.—

(1) Wherever the Board has not specifically specified the service conditions of the employees of the Board shall be the same as are applicable to the equivalent rank and category of the employees in the Government of Goa.

(2) The Board shall follow the rules/regulations/instructions, etc. in force and applicable to the employees of the

Government relating to the service conditions, including those related to disciplinary action and departmental proceedings subject to the modification that the powers vested with the Government in those rules/regulations/instructions, etc.; shall vest with the Board.

(3) The Secretary-cum-Managing Director shall exercise the powers of the Head of the Department.

(4) The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule II. The allowances including remuneration, honorarium etc., shall also be applicable at the same rates as admissible to the employees of the Government of Goa under the relevant rules/regulations/instructions in force from time to time.

11. Pension, Gratuity and Provident Fund of the employees of the Board.— (1) For the purpose of pension, gratuity and maintenance of provident fund for the employees of the Board appointed before 05th day of August, 2005 the Board shall follow such rules as are applicable to the employees of the Government of Goa.

(2) The Board shall maintain a separate account in the name of 'Goa Housing Board Employees General Provident Fund Account' with a Nationalised Bank and all transactions of this account shall be maintained therefrom and the provisions of the General Provident Fund (Civil Service) Rules, 1960, as adopted by the Government of Goa shall be applicable.

(3) The Board shall follow a proper Fund Management System and decide where the pension funds are to be invested and maintained.

(4) The Board shall, in respect of the employees appointed on or after the 05th day of August, 2005; register them under the National Pension System (NPS), through National Securities Depository Limited (NSDL) and adhere to the rules/regulations/instructions/guidelines etc. issued by the Government of Goa in this respect, from time to time. The Board shall make appropriate

contribution to the NPS account of such employees, on monthly basis as per the rates notified by the Government of Goa from time to time, and deposit the same with NSDL.

(5) The Board shall, in respect of the employees of the Board appointed on or after the 05th day of August, 2005; make contribution towards the gratuity, so as to create a sufficient corpus of fund from which the payments shall be made, as and when due, to such employees of the Board. The Board shall follow a proper Fund Management System and decide where the gratuity funds are to be invested and maintained.

12. *The Organisational set up and the staffing pattern of the Board.*— The organizational set up and the staffing pattern of the Board shall be as specified in Schedule-I hereto.

13. *Method of recruitment, classification and the scale of pay etc. of various posts in the Board.*— (1) The method of recruitment, age limit, and other qualifications, pay scale, etc. of the various posts in the Board shall be as specified in Schedule-II hereto.

(2) The appointment of Secretary-cum-Managing Director, Housing Engineer and Chief Accounts Officer of the Board shall be made by the Government and the appointment of remaining other employees of the Board shall be made by the Board.

(3) The appointment to the post of Assistant Secretary shall be made by the Board with prior approval of the Government.

(4) All appointments shall be made by the Departmental Selection Committee from amongst the eligible officers as per Schedule II hereto.

(5) The post of Assistant Secretary shall be a tenure post for a fixed term of three years and the appointee concerned shall be eligible for re-appointment for another term of three years. During the tenure of appointment, the appointee concerned if already holding another post in the Board may at his discretion hold lien on his substantive post

which he held prior to being appointed to the post of Assistant Secretary:

Provided that, the Board may with the prior approval of the Government, terminate the appointment of the Assistant Secretary if it deems fit to do so.

(6) The composition of Departmental Selection Committee and the Departmental Promotion Committee for the various posts in the cadre shall be as follows, namely:—

(a) Chairman Chairman of the Board and in his absence Secretary-cum-Managing Director of the Board.

(b) Member Secretary-cum-Managing Director of the Board.

(c) Member Housing Engineer of the Board.

(7) Any Officer of the Board may be invited during selection to the post as subject expert.

(8) While filling up the posts reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes the Officer from the respective reserved category who has been appointed on the panel by the Government of Goa for Departmental Selection Committee/ Departmental Promotion Committee shall also be invited to be part of the said Committee.

(9) The Secretary, Department of Sainik Welfare, Panaji, shall be appointed as Member of Departmental Selection Committee/ Departmental Promotion Committee for selection of the posts reserved for Ex-Serviceman.

(10) Where the Secretary-cum-Managing Director chairs the Committee concerned, he may appoint any officer holding post classified as Group 'A' from the Board to be a Member of the Committee.

(11) The Government may appoint any Member of its choice on the Committee as expert/specialist whenever such need arises.

(12) No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Board may, after consulting the Government; if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this condition of appointment.

(13) Where the Board is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the conditions of appointment with respect to any class or category of person:

Provided that, no such relaxation shall be granted by the Board without obtaining prior approval of the Government.

(14) Nothing shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Caste, Scheduled Tribes, Other Backwards Classes, Ex-Servicemen and other special categories of persons in accordance with orders issued by Government of Goa from time to time in that regard.

14. *Power to issue orders, etc.*— The Board may issue, general or special order, with prior approval of the Government for proper implementation of these Regulations.

By Order and in the name of the
Goa Housing Board

Place: Alto Porvorim – Goa.

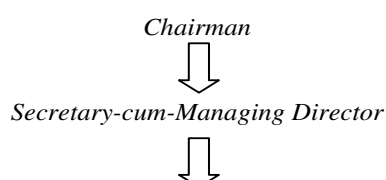
Nikhil U. Desai, IAS

Date: 14th March, 2022.

Secretary-cum-Managing Director

SCHEDULE - I

Organisational set up and the staffing pattern of the Goa Housing Board



Administrative Branch	Engineering Branch	Accounts Branch
Assistant Secretary (1) <i>Branch Officer</i>	<i>Housing Engineer</i> (1) <i>Branch Officer</i>	<i>Chief Accounts Officer</i> (1) <i>Branch Officer</i>
Office Superintendent (1)	Architect Planner (1)	Assistant Accounts Officer (1)
Head Clerk/Estate Manager (2)	Executive Engineer (Civil) (1)	Accountant (3)
Upper Division Clerk (4)	Assistant Engineer (Civil) (9)	Upper Division Clerk (2)
Lower Division Clerk (4)	Assistant Architect (1)	Lower Division Clerk (2)
Junior Stenographer (1)	Junior Engineer (Civil) (9)	Multi Tasking Staff (2)
Multi Tasking Staff (7)	Draughtsman (1)	
	Upper Division Clerk (2)	
	Lower Division Clerk (3)	
	Multi Tasking Staff (7)	

SCHEDULE – II

Serial No.	Name/ designation of the post.	Number of posts.	Classifi- cation	Level in the Pay Matrix.	Whether Selection post or Non- selection post?	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age & Educational Qualifications prescribed for the direct recruits will apply in the case of promotes?	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer/ contract and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer is to be made.	If a D.P.C / D.S.C. exist, what is its composition?
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1.	Secretary- -cum – Managing Director (Statutory post).	01 (2021)	Group 'A' Gazetted	Level-12	N.A	N. A.	N.A	N. A.	N.A.	By transfer on deputation.	Transfer on deputation: Suitable Senior Scale Officers of Goa Civil Service on regular basis under Government of Goa. (Period of deputation shall ordinarily not exceed 3 years).	N.A
2.	Assistant Secretary	01 (2021)	Group 'A' Gazetted	Level-10	Selection	N.A.	N.A.	N.A.	N.A.	By selection failing which by transfer of or deputation.	Selection: Assistant Engineer/Office Superintendent with 5 years of service in the grade after regular appointment. Transfer on deputation: Suitable officers holding analogous post under the Government of Goa. (Period of deputation not	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3. Office Superintendent	01 (2021) (Subject to variation dependent on work load)	Group 'B'	Level-7	Selection	N.A.	N.A.	N.A.	2 years.	By promotion failing which by transfer on deputation.	Promotion: Head Clerks/ Estate Managers with 3 years regular service in the grade. <i>Transfer on deputation:</i> Suitable Officials holding analogous posts on regular basis under Government of Goa. (Period of deputation shall ordinarily not exceed 3 years.	Yes, as laid down by these Regulations.
4. Head Clerk/ Estate Manager	02 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-6	Selection	N.A.	N.A.	N.A.	2 years.	By promotion failing which by transfer on deputation.	Promotion: (i) 75% from UDC with 3 years regular service in the grade. (ii) 25% from Junior Stenographer with 3 years regular service in grade <i>Transfer on deputation:</i> Suitable Officials holding analogous post on regular basis under Government of Goa. (Period of deputation shall ordinarily not	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
5.	Upper Division Clerk 08 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-4	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<p>Essential: (1) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.</p> <p>(2) Knowledge of Konkani.</p> <p>Desirable: Knowledge of Marathi.</p>	N.A.	2 years.	By promotion failing which by direct recruitment and failing both by transfer on deputation.	<p>Promotion: Lower Division Clerk with 3 years regular service in the grade.</p> <p>Transfer on deputation: Suitable Officials holding analogous posts on regular basis under Government of Goa. (Period of deputation shall ordinarily not exceed 3 years.)</p>	Yes, as laid down by these Regulations.
6.	Junior Steno-grapher 01 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-4	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<p>Essential: (1) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.</p>	N.A.	2 years.	By direct recruitment	N.A.	Yes, as laid down by these Regulations.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
							(2) Speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting (3) Minimum three months certificate course in Computers (4) Knowledge of Konkani <i>Desirable:</i> Knowledge of Marathi.					
7.	Lower Division Clerk/ Rent Collector	09 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-2	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<i>Essential:</i> (1) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. (2) Knowledge of computer applications/operations with typing speed of 30 words per minute in	Age: No <i>Qualifications:</i> To the extent as specified in column No. 11	2 years.	<i>Promotion:</i> 13% by promotion from Group 'C' employees, failing which by direct recruitment. <i>Direct Recruitment:</i> 87% by direct recruitment.	<i>Promotion:</i> Group 'C' employees of the Board. <i>Note – 1:</i> All feeder category employees specified for promotion must fulfill following conditions to become eligible for promotion: (i) Passed Secondary School Certificate examination or equivalent from a recognized Board/Institution. (ii) Typing speed of 30 words per minute in English. (iii) Three years regular/continuous service, as the case may be, in the grade.	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
						English. (3) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.				Note - 2: The entry level pay scale of all the feeder category employees for promotion must be lower than the entry level pay scale of Lower Division Clerk	
8. Multi Tasking Staff	16 (2020) (Subject to variation dependent on work load)	Group 'C'	Level-1	Selection	Not exceeding 45 years	Essential: (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 recognized Institution. (2) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	N.A.	2 years.	By direct recruitment	N.A.	Yes, as laid down by these Regulations.
9. Housing Engineer (Statutory post)	01 (2021)	Group 'A' Gazetted	Level-12	Selection	N.A.	N.A.	N.A.	2 years.	By promotion failing which by transfer on deputation	Promotion: Executive Engineer (Civil) with 5 years regular service in the grade. Transfer on deputation: Suitable Officers	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
10. Executive Engineer (Civil)	01 (2021) (Subject to variation dependent on work load)	Group 'A'	Level-11	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	Essential: (1) Degree in Civil Engineering from a recognised University or equivalent. (2) 5 years experience in construction and maintenance in Civil Engineering Works. (3) Knowledge of Konkani. Desirable: Knowledge of Marathi.	Age: No Qualifications: To the extent as specified in column No. 11	2 years for promoted officers and 1 Year for direct recruits.	By promotion failing which by transfer on deputation and failing both by direct recruitment.	Promotion: Assistant Engineer (Civil) possessing Degree in Civil Engineering from a recognised University or equivalent with 8 years regular service in the grade OR Assistant Engineer (Civil) possessing Diploma in Civil Engineering from a recognised State Board or equivalent with 12 years regular service in the grade. Transfer on deputation: Suitable Officers under the Government of Goa holding analogous posts on regular basis. (Period of deputation shall	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
11. Architect Planner	01 (2021) (Subject to variation dependent on work load)	Group 'A'	Level-11	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<p>Essential:</p> <p>(1) Degree in Architecture from recognised University or equivalent.</p> <p>(2) Knowledge of Konkani</p> <p>Desirable:</p> <p>(1) Diploma in Town Planning with specialization in Housing & Community Planning.</p> <p>(2) 5 years professional experience in Planning and Architecture.</p> <p>(3) Knowledge of Marathi.</p>	Age: No Qualifications: To the extent as specified in column No. 11	2 years.	By promotion failing which by transfer of deputation and failing both by direct recruitment.	<p>Promotion:</p> <p>Assistant Architect with 8 years regular service in the grade.</p> <p>Transfer on deputation:</p> <p>Suitable Officer holding analogous post under Government of Goa (Period of deputation shall ordinarily not exceed 3 years).</p>	Yes, as laid down by these Regulations.
12. Assistant Engineer (Civil)	09 (2021) (Subject to variation dependent on work load)	Group 'B'	Level-7	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<p>Essential:</p> <p>(1) Degree in Civil Engineering from a recognised University or equivalent.</p> <p>(2) 2 years experience in Construction and Maintenance in Civil Engineering works.</p>	Age: No Qualifications: To the extent as specified in column No. 11	2 years.	75% by promotion failing which by direct recruitment and 25% by direct recruitment.	<p>Promotion:</p> <p>Junior Engineer (Civil) possessing Degree in Civil Engineering from a recognised University or equivalent with 3 years regular service in the grade OR</p> <p>Junior Engineer (Civil) possessing</p>	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
						(3) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.				Diploma in Civil Engineering from a recognised State Board or equivalent with 7 years regular service in the grade.	
13. Assistant Architect	01 (2021) (Subject to variation dependent on work load)	Group 'B'	Level-7	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	Essential: (1) Degree in Architecture from a recognized University or equivalent. (2) Should be registered with the Council of Architecture. (3) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	N.A.	2 years.	By direct recruitment failing which by transfer on deputation.	Transfer on deputation: Suitable Officers under the Government of Goa holding analogous posts on regular basis. (Period of deputation shall ordinarily not exceed 3 years).	Yes, as laid down by these Regulations.
14. Junior Engineer (Civil)	09 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-5	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	Essential: (1) Degree or Diploma in Civil Engineering from a recognised University/State Board or equivalent. (2) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	N.A.	2 years.	By direct recruitment failing which by transfer on deputation.	Transfer on deputation: Suitable Officials holding analogous posts on regular basis under the Government of Goa. (Period of deputation shall ordinarily not exceed 3 years).	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
15. Draughtsman	01 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-4	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years).	<p>Essential:</p> <p>(1) ITI (Civil)/ Diploma in Civil Engineering from a recognised State Board/ Institution preferable with one year experience as draughtsman</p> <p>(2) Knowledge of AutoCAD</p> <p>(3) Knowledge of Konkani.</p> <p>Desirable:</p> <p>Knowledge of Marathi.</p>	N. A.	2 years.	By direct recruitment failing which by transfer on deputation.	<p>Transfer on deputation:</p> <p>Suitable Officials under the Government of Goa holding analogous post on regular basis.</p> <p>(Period of deputation shall ordinarily not exceed 3 years.)</p>	Yes, as laid down by these Regulations.
16. Chief Accounts Officer (Statutory post)	01 (2021)	Group 'A' Gazetted	Level-10	N.A.	N.A.	N.A.	N.A.	2 years in case of promotion.	By deputation or by promotion	<p>Transfer on deputation:</p> <p>Suitable Accounts Officer/ Deputy Director of Accounts of the Common Accounts Cadre of the Government of Goa (period of deputation ordinarily not exceeding 3 years)</p> <p>Promotion:</p> <p>Assistant Accounts Officer with five years regular service in the grade</p>	Yes, as laid down by these Regulations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
17. Assistant Accounts Officer	01 (2021) (Subject to variation dependent on work load)	Group 'B'	Level-7	N.A.	N.A.	N.A.	N.A.	2 years in case of promotion.	Promotion failing which by transfer on deputation.	<p><i>Promotion:</i> Accountant with 5 years regular service in the grade.</p> <p><i>Transfer on deputation:</i> Suitable officer holding analogous post under the Government of Goa (Period of deputation ordinarily not exceeding 3 years).</p>	Yes, as laid down by these Regulations.
18. Accountant	03 (2021) (Subject to variation dependent on work load)	Group 'C'	Level-6	Selection	Not exceeding 45 years (Relaxable for the employees of Goa Housing Board up to 5 years in accordance with the instructions or orders issued from time to time)	<p><i>Essential:</i></p> <p>(1) Bachelor of Commerce or Bachelor of Arts with Economics from a recognised University/Institution.</p> <p>(2) Knowledge of Konkani.</p> <p><i>Desirable:</i></p> <p>Knowledge of Marathi.</p>	N.A.	2 years in case of direct recruitment and promotion (Both categories have to pass Accounts Final Examination conducted by the Directorate of Accounts, Government of Goa)	<p>75% by promotion failing which by direct recruitment and 25% by direct recruitment, failing both by transfer on deputation.</p> <p><i>Note:</i> Direct recruit candidates have to pass the initial recruitment examination conducted by the Board.</p>	<p><i>Promotion:</i> Upper Division Clerk with 3 years regular service in the grade out of which 2 years experience in Accounts work.</p> <p><i>Transfer on deputation:</i> Suitable Officials from the Government of Goa holding the post of Accountant (Common Accounts Cadre) on regular basis. (Period of deputation shall ordinarily not exceed 3 years.)</p>	Yes, as laid down by the Goa Housing Board.