

# **GUIDELINES AND GENERAL INSTRUCTIONS FOR THE POST OF ACCOUNTANT**

## **1. EDUCATIONAL QUALIFICATION AND OTHER REQUIREMENTS**

- **ESSENTIALS :**

1. Graduate in Commerce / Economics and other related subjects dealing with financial management from a recognized University
2. Experience : 02 Years experience of handling accounts.
3. Knowledge of Konkani
4. Age Limit – Not more than 45 Years
5. 15 years continuous residence in the State of Goa.
6. Valid Employment Card

- **DESIRABLE**

1. Good Knowledge of Govt. rules and norms
2. Good Knowledge of noting and drafting letter in English
3. Working knowledge of Tally
4. Knowledge of Marathi

## **2. PROCEDURE FOR APPLYING**

- The eligible Candidates shall submit their applications online for the post of Accountant by clicking on the link “**Application Form for the post of Accountant** available on the website of the GSCERT i.e. **<https://scert.goa.gov.in>**. The last date for submission of the online applications by the eligible candidates is **29.05.2026**.
- Upon successful submission of the Google Form an auto generated email will be sent to the registered email id immediately within a minute. In case candidate do not find the email in the inbox, then please check the spam/junk folder. In case the email is not received within a minute, the candidate must apply again online. The received email must be retained by the applicant for future reference.
- The candidate should ensure that they possess the requisite educational qualification, valid 15 years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa / valid Employment registration card, Birth certificate as per the instructions or Order issued by the Government from time to time.

- The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, Experience etc. shall be the closing date fixed for submission of online applications.

### **3. SELECTION CRITERIA**

Selection of the candidate will be through written examination as per merit and verification of essential documents by the panel.

### **4. OTHER POINTS FOR SELECTION CRITERIA**

- i) If two or more candidates secure equal marks in the written test, 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.
- ii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the selection criteria mentioned.

### **5. VERIFICATION OF DOCUMENTS:**

All the original essential Educational and other qualifications certificates/documents, experience certificate required as per the eligibility criteria for the post along with following documents shall be verified:

- a) Birth Certificate
- b) Employment Exchange Registration card with live renewal date.
- c) Valid 15 years residential certificate issued by the competent authority.
- d) If the candidates have affected the change of name/surname after acquiring Educational Qualification or at any stage should produce valid documentary evidence to that effect issued by the competent authority.

### **6. GENERAL INSTRUCTIONS**

- The ineligible candidates who do not possess required essential qualification and documents required for the post should not apply for the post advertised by the GSCERT.
- Soliciting or canvassing in any form or influencing the GSCERT in any manner by a candidate shall disqualify the candidature and the decision of the GSCERT in this respect shall be final.
- Candidates shall mention their correct active mobile number and E-mail id. The department shall not be responsible for non-receipt of email due incorrect email id.

- Incomplete application will be rejected.
- No travelling allowance or any other allowance will be paid to the candidate for attending Written test, etc.
- The date of examination will be intimated in due course through the website of the GSCERT, e-mail.
- Candidates are required to visit/check website and also check their e-mail regularly for details regarding the same. All future correspondence shall be through e-mail.
- The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.