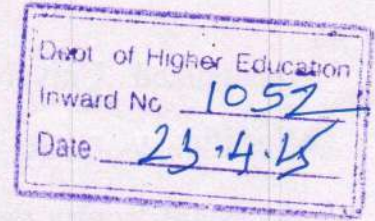




**Department of Personnel**  
Government of Goa  
Secretariat, Porvorim, Goa-403521.



File No. RRs/MISC/2019-PER/1084

Dated: 16/04/2025.

**OFFICE MEMORANDUM**

**Sub:- Regarding Knowledge of Computer/Course Certificate in Computer specified in Recruitment Rules.**

It is observed that the Recruitment Rules of various posts specify Knowledge of Computer/Course Certificate in Computer/Computer literate as essential qualification and different Departments follow different procedures to ascertain the Knowledge of Computers/Computer literacy of candidates during the process of direct recruitment.

Therefore, in order to streamline the procedure to ascertain Knowledge of Computers/Computer literacy of candidates during direct recruitment, following instructions are issued:

(1) Wherever Knowledge of Computer/Course Certificate in Computer/Computer literate etc. is prescribed under essential qualifications in the respective Recruitment Rules, minimum six months Diploma Course Certificate in Computer from Information Technology Knowledge Centre/Computer Institute recognized by Info Tech Corporation of Goa Ltd. or from an Institute recognized by Government of India or minimum six months Diploma Course Certificate in Computer approved by Human Resource Development Foundation affiliated to Directorate of Skill Development and Entrepreneurship, shall be mandatory.


(2) Candidates possessing Degree/Diploma Certificate in Computers/Computer Science/Computer Applications/Information Technology/Electronics/Electronics and Telecommunication/Electrical and Electronics, from a

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recognized University/State Board of Technical Education and Trade Certificate/Course Certificate in Computer Operator and Programming Assistant from a recognized Industrial Training Institute, shall be exempted from producing Diploma Course Certificate as mentioned in the Para No.(1).

This shall come into force with effect from 01/11/2025.



(Raghuraj A. Faldesai)

Under Secretary (Personnel-I)

To,

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat.
- 3) All Corporations/Autonomous Bodies.
- 4) The Goa Public Service Commission, Panaji, Goa.
- 5) The Goa Staff Selection Commission, Panaji, Goa.
- 6) O/c.
- 7) G/f.

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