



Government of Goa
Office of the Commissioner Labour & Employment
Regional Employment Exchange
4th Floor, Shram Shakti Bhavan, Patto Plaza, Panaji-Goa.403 001.

Ref. No: 2/324/2019/EST/EE/

Dated: 23 /01/2019

Applications in the prescribed format appended hereto supported with self attested copies of Certificates of Educational Qualifications, Birth Certificate, Caste Certificate, Valid 15 years Residence Certificate in Goa issued by the Competent Authority and valid Employment Exchange Registration Card compulsorily are invited through post or hand delivery latest by 12/02/2019 before 5.00 p.m. for filling up the post of Assistant Employment Officer on temporary basis in Employment Exchange.

Sr. No	Name of the Post	No. Of Posts and category of reservation		Scale of Pay	Educational Qualifications
1.	Assistant Employment Officer	Un-reserved	02	Level 5	<u>Essential:</u> 1. Degree of Recognized University or equivalent. 2. Knowledge of Konkani. <u>Desirable:</u> 1. About two years experience in Industrial or Personnel Management or Labour Welfare. 2. Knowledge of Marathi.
		OBC	01		
		Total	03		

Age Limit:

- a) **General Category:** Not exceeding 45 years, relaxable for Government servants in accordance with instructions/orders issued by the Government from time to time, as applicable.
 - b) **OBC:** Not exceeding 48 years, relaxable for Government servants in accordance with instructions/orders issued by the Government from time to time, as applicable.
- 1) Applications complete in all respect should be submitted by hand delivery or through by post to The Employment Officer, Regional Employment Exchange, Shram Shakti Bhavan, 4th Floor Patto Plaza, Panaji Goa, in the prescribed format as shown along with all other required certificates.
 - 2) The process of recruitment shall be done only through written examination and Department shall not give weightage to any other aspect once the candidate fulfils the essential qualification and is eligible under the Recruitment Rules.
 - 3) 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 has passed the examination.
 - 4) Candidates already in Govt. Service should send their application through proper channel.

- 5) Application received after prescribed date/incomplete and /or without relevant self attested documents as mentioned in the advertisement will be summarily rejected and no intimation will be sent to the applicants in this regard.
- 6) Applicant should clearly mention in their application the category i.e. Unreserved/OBC.
- 7) No travelling allowance or any other allowance will be paid to the candidate for attending written examination.
- 8) The written test will be conducted based on following syllabus:-
Analytical ability, General Knowledge, Comprehensive Language, Mathematical ability, Current Affairs, Indian Constitution, Indian History & Geography, State & Central Political affairs, Labour Laws and Quantitative Aptitude.
- 9) The written test will be of 100 marks with duration of 2 hours. The selection will be based solely as per the marks secured in the written test and the additional qualifications, experience etc. would not be considered for selection.
- 10) This advertisement is also uploaded on (www.goa.gov.in)

Sd/-
Commissioner
Labour & Employment

FORMAT OF APPLICATION

Name of the applicant _____
Complete Postal address _____
With Pin Code _____
Contact No. _____
Email-id _____

To,
The Employment Officer,
Regional Employment Exchange,
Shram Shakti Bhavan,
4th Floorm Patto Plaza,
Panaji – Goa.

1. Name of the Post applied for: _____
2. Category of the Post applied for: _____
3. Date of Birth _____
4. Age as on date _____
5. Valid Employment Registration Number _____
6. Details of Essential / Desirable Qualifications for the post possessed by the applicant _____
7. Details of enclosures
 1. Educational Qualifications
 2. 15 years Residential Certificate
 3. Birth Certificate
 4. Valid Employment Card
 5. Caste Certificate if applicable
 6. Other relevant documents if any.

I _____ s/d/w of _____ hereby state that the contents of the applications are true to the best of my knowledge and I possess the requisite qualification and other mandatory documents for the post.

Dated:

Signature of applicant _____