

**DEPARTMENT OF URBAN DEVELOPMENT/  
MUNICIPAL ADMINISTRATION  
GOVERNMENT OF GOA,  
FIRST FLOOR, DEMPO TOWERS,  
EDC PATTO PLAZA  
PANAJI, GOA.**

File No.14/49/2019-DMA/ 3139

Dated: 18 January, 2019

Applications are invited from eligible candidates by the Director of Urban Development, Panaji for filling up the following posts in the prescribed format.

Sr. No.	Name of the post	Category & No. of posts	Level in the Pay Matrix	Educational Qualification
1.	Lower Division Clerk	UR - 4 OBC - 2 ST - 1 Ex-S/men - 1	Pay Matrix Level 2	Essential: (a) Higher Secondary School Certificate or equivalent Qualification from a recognized institution. (b) Should be computer literate. (c) Knowledge of Konkani. (d) Knowledge of Marathi, desirable.
2.	Multi Tasking Staff	UR - 2 OBC - 3 ST - 1	Pay Matrix Level 1	Essential: (a) Passed secondary school Certificate examination from a recognised Board/Institution. (b) Knowledge of Konkani. (c) Knowledge of Marathi, desirable. (d) Multi-tasking skills such as knowledge of operating office machines including computers.

1. The applicant shall apply strictly through email in the prescribed format on [dirdma.goa@gmail.com](mailto:dirdma.goa@gmail.com) . Application through post or hand delivery shall be summarily rejected.
2. Supporting documents should be scanned and mailed along with the application in clear resolution in jpeg format.
3. The age limit for the post shall not be exceeding 45 years (Relaxable for Government servants/ST/OBC in accordance with the instructions issued by the Government from time to time).
4. In terms of instructions contained in Government Order No.9/10/HLEC/2018-ARD, dated 18/12/2018 the Final Merit list of the candidates shall be prepared on the basis of marks obtained in the written examination only and not on any other criteria such as additional qualification or additional experience etc.
5. The eligible candidates will have to undergo a written examination.
6. Candidates already in Government service should send their application through 'Proper Channel'. The forwarding letter of the Department shall be scanned and emailed along with the prescribed Application Form.
7. Applications received after the prescribed date will be rejected.
8. Only eligible candidates will be called for written test.
9. No TA/DA is admissible for attending the written examination.
10. The Syllabus for the Written Examination and such other details will be made available in the Department's Website [www.urban.goa.gov.in](http://www.urban.goa.gov.in)
11. The Director of Urban Development reserves the right to reduce the requirement or cancel the recruitment process without any further notice and without assigning any reasons thereof.



**DIRECTOR OF URBAN DEVELOPMENT**

## PRESCRIBED APPLICATION FORM

From:-

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Dated:- .....

To,  
The Director of Urban Development/  
Municipal Administration,  
First Floor, Dempo Towers,  
EDC Patto Plaza  
PANAJI – GOA – 403001.

Madam,

With reference to Advertisement published on the daily Newspaper.....  
dated .....I offer my candidature for the post of .....

My personal Bio-Data is as below:-

1. Name:-
2. Postal Address & Pin Code:-
3. Contact No.:-
4. Email Id :-
5. Date of Birth:-
6. Age as on 1/1/2019 ( Enclose Certificate ):-
7. Educational Qualifications:-  
(Enclose Certificates)
8. Knowledge of Computers: Yes / No:-  
(Enclose Certificate)
9. Category of post to which applied:
10. Caste Certificate No.:-  
(Enclose Certificate)
11. 15 years valid Residence Certificate No.:-  
(Enclose Certificate)
12. Employment Card No. :-  
(Enclose copy of Card)
13. Is exemption of age claimed : Yes/No  
If Yes, reasons:-  
(Enclose certificate)

Name of the Candidate:-

Signature:-

PASTE  
PHOTOGRAPH  
(Unsigned)