

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

File No.14/49/2019-DMA/3073

Dated: 15th 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.

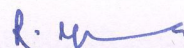
Sr. No.	Name of the post	Category & No. of posts	Level in the Pay Matrix	Educational Qualification
1.	Junior Stenographer	General – 02	Pay Matrix Level 4	Essential:- (a) Higher Secondary School Certificate or equivalent Qualification from a recognized institution. (b) Should be computer literate. (c) Speed of 100 words per minute in Short Hand and 35 words per minute in Typewriting. (d) Knowledge of Konkani. (e) Knowledge of Marathi, desirable.
2.	Junior Engineer (Civil)	General - 02	Pay Matrix Level 5	Essential:- (a) Degree/Diploma of a recognised University/State Board in the appropriate Branch of Engineering (Civil). (b) Knowledge of Konkani. (c) Knowledge of Marathi, desirable.

1. The applicant shall apply strictly through email in the prescribed format on 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 in accordance with the instructions issued by the Government from time to time).

R. W.

...(2)

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. For the post of Junior Stenographer, stenography test (i.e. skill test) will be conducted and those who clear the skill test, would be called for written test. The skill test is separate from written test and no separate weightage shall be given to the skill test while drawing the final merit list of the candidate.
6. For the post of Junior Engineer (Civil), the eligible candidates will have to undergo a written examination.
7. 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.
8. Applications received after the prescribed date will be rejected.
9. Only eligible candidates will be called for written test.
10. No TA/DA is admissible for attending the written examination.
11. The Syllabus for the Written Examination and such other details will be made available in the Department's Website www.urban.goa.gov.in
12. 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.



PRESCRIBED APPLICATION FORM

From:-

.....
.....

PASTE
PHOTOGRAPH
(Unsigned)

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.....
datedI 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. 15 years valid Residence Certificate No.:-
(Enclose Certificate)
9. Employment Card No. :-
(Enclose copy of Card)
10. Is exemption of age claimed : Yes/No
If Yes, reasons:-
(Enclose certificate)
11. For the post of Stenographer Certificate No. of typewriting /Shorthand from a recognised
Institute :-
(Enclose Certificate):-

Name of the Candidate:-

Signature:-