



DIRECTORATE OF SOCIAL WELFARE

**18TH JUNE ROAD,
PANAJI, GOA**

Advertisement No. 16

Applications are invited by the Directorate of Social Welfare for filling up the following Regular vacancies in the Directorate of Social Welfare, Panaji. Interested eligible candidates may submit their applications giving details in enclosed format so as to reach this office by **04/02/2019**. Applications should be addressed "To, The Director, Directorate of Social Welfare, 18th June Road, Panaji, Goa.

Post	Classification and Level	No. of Vacancies				Total	Out of 15 Vacancies of Lower Division Clerk 01 Reserved for Person with Disabilities
		UR	OBC	SC	ST		
Jr. Stenographer	Group – 'C' Level 4 of Pay of 7 th CPC Rs..25,500/-	01	--	--	--	01	--
Lower Division Clerk	Group – 'C' Level 2 of Pay of 7 th CPC Rs.19,900/-	07	05	01	02	15	01- Locomotor Disability
Multi Tasking Staff	Group – 'C' Level 1 of Pay of 7 th CPC Rs.18,000/-	01	--	--	--	01	--

Educational Qualification for:-

1. Post of Jr. Stenographer

Essential:-

- Higher Secondary School Certificate or equivalent qualification from a recognized Board/Institution
- Should be Computer Literate
- Speed of 100 words p.m. in short hand & 35 words p.m. on computer typewriting
- Knowledge of Konkani

2. Desirable: Knowledge of Marathi

Age: - Not exceeding 45 yrs relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time

Educational Qualification for:-

2. Post of Lower Division Clerk

A. Essential:-

- a) Possessing Higher Secondary School Certificate from recognized Board or equivalent
- b) Should be Computer Literate atleast Six Months Course
- c) Knowledge of Konkani

B. Desirable: Knowledge of Marathi

Age: - Not exceeding 45 yrs relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time

Educational Qualification for:-

3. Post of Multi Tasking Staff

A. Essential

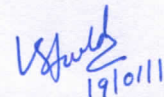
- a) Secondary School Certificate or equivalent qualification from a recognized Board/Institution
- b) Knowledge of Konkani

B. Desirable:

- a) Knowledge of Marathi
- b) Multi Tasking Skill such as knowledge of operating office machines including computers

Age: - Not exceeding 45 yrs relaxable for reserved vacancies in accordance with the instructions or orders issued by the Government from time to time.

1. The Selection Candidate will be on Merit in Written Test.
2. The Candidate are requested to visit the website of Department www.socialwelfaregoa.gov.in for further updates
3. The candidate shall ensure their eligibility before making an application. It is informed that, if found candidate does not possess the required qualification will be discarded from selection process.
4. The Candidate belonging to South Goa District may submit their application to District Welfare Office, New Collectorate Building, Margao.
5. The candidate who applied for the Post of Multi Tasking Staff earlier with reference to the Advt. 15 published on 11/01/2019 need not apply again.
6. The last date for receipt of the applications is 04/02/2019 upto 5.00 p.m.


19/01/11

(VENANCIO FURTADO)
Director of Social Welfare and
Ex officio Jt. Secretary (SW)

APPLICATION FORMAT

Passport Size
Self Attested
Photograph

To,
The Director,
Directorate of Social Welfare,
18th June Road, Panaji-Goa.

Post applied for:- _____

1. Full Name : _____
2. Father's/Husband Name : _____
3. Full Address : _____

4. Mobile No. : _____
5. Email id : _____
6. Date of Birth & Age as on date of Advertisement : _____
7. Nationality : _____
8. Educational Qualification : _____
9. Additional Qualification (Other than Essential Qualification shown above) : _____
10. Category (SC/ST/OBC/UR/Ex-Servicemen) : _____
11. Employment Registration No. & Validity : _____
12. Languages Known : _____
13. Experience, If any. : _____

"I _____ S/D/W of _____ hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post."

(Signature of the Applicant)