



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

Ref. No: 2/639/2019/EST/EE/

Dated: 29/01/2019

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 18/02/2019 before 5.00 p.m. for engaging of Skill Development Officers purely on Contract Basis for a period of 11 months in Employment Exchange.

Sr. No	Name of the Post	No. Of Posts and category of reservation	Scale of Pay	Educational Qualifications
1.	Skill Development Officer  <b>Purely On Contract Basis for 11 months</b>	Un-reserved  Age limit not exceeding 45 years.	04  Rs. 25000/- p.m. Consolidated	<b>Essential:</b> 1. Bachelor of Business Administration (BBA) 2. Two years working experience in Industrial Sector 3. Knowledge of Konkani <b>Desirable:</b> 1. Master in Business Administration (MBA) 2. Knowledge of Marathi

- 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, 4<sup>th</sup> 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. 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) 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.

- 5) No travelling allowance or any other allowance will be paid to the candidate for attending written examination.
- 6) The written test will be conducted based on following syllabus:-  
General Knowledge, Comprehensive Language, Mathematical Ability, Human Resource Analysis, Industry & Market Analysis, Job & Skill Mapping.
- 7) 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.
- 8) Selected candidate shall have no claim in future for absorption in any regular job in State Government Service.
- 9) This advertisement is also uploaded on ([www.goa.gov.in](http://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,  
4<sup>th</sup> Floorm Patto Plaza,  
Panaji - Goa.

1. Name of the Post applied for: \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Age as on date \_\_\_\_\_
4. Valid Employment Registration Number \_\_\_\_\_
5. Details of Essential / Desirable Qualifications for the post possessed by the applicant \_\_\_\_\_
6. Details of enclosures
  1. Educational Qualifications
  2. 15 years Residential Certificate
  3. Birth Certificate
  4. Valid Employment Card
  5. 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 \_\_\_\_\_