



Government of Goa  
Directorate of Women and Child Development  
Panaji Goa.



### ADVERTISEMENT

Applications are invited from prospective candidates for filling up the various posts under the Directorate of Women and Child Development, Panaji as here under:

Sr. No.	Designation / Post	Level in pay matrix	Total No. of posts	No. of vacancies category wise	Essential qualifications	Desirable Qualification
1	Counselor	Level 6	9 (2 Male, 2 Female,,5 Male/Female)	ST – 1 OBC – 3 Unreserved – 5	1. Graduation in Psychology or Sociology or Social Work from a recognized University. 2. Knowledge of Konkani.	1. Professional diploma of at least one year duration in counseling / psychiatry / Social work from recognized University / Institution. 2. Minimum 2 years experience of working with women / children in difficult circumstances. 3. Knowledge of Marathi.
2	Mukhya Sevika	Level 5	5	ST – 1 OBC – 2 Unreserved – 2	1. Degree from a recognized university preferably in Home Science / Child Development / Nutrition / Social Work. 2. Knowledge of Konkani.	Knowledge of Marathi.
3	Matron (Female)	Level 4	16	ST – 1 OBC – 5 Unreserved – 10	1. Degree from recognized University in Home Science or equivalent. 2. Knowledge of Konkani.	Knowledge of Marathi.
4	Craft Teacher	Level 4	1	Ex-Serviceman – 1	1. I.T.I. certificate in tailoring, cutting and embroidery work. 2. Secondary School Certificate Examination from a recognized Board / Institution OR course conducted by a recognized I.T.I or equivalent in the relevant trade. 3. Knowledge of Konkani.	1. One year experience in the trade. 2. Knowledge of Marathi. 3. Experience in Handicraft.
5	Jr. Stenographer	Level 4	6	PH (Differently-abled) – 1 ST – 1 OBC – 1 Unreserved – 3	1. Higher Secondary School Certificate or equivalent qualification form a recognized Institution. 2. Should be a computer literate. 3. Speed of 100 w.p.m. in short hand & 35 w.p.m. in typewriting. 4. Knowledge of Konkani.	Knowledge of Marathi.
6	L.D.C.	Level 2	27	Ex-Serviceman – 1 ST – 3 OBC – 7 Unreserved – 16	1. Higher Secondary School Certificate or equivalent qualification form a recognized Board/Institution. 2. Should be a computer literate. 3. Knowledge of Konkani.	Knowledge of Marathi.

7	Field Assistant	Level 2	12	Ex-Serviceman – 1 PH (Differently-abled) – 1 ST – 1 OBC – 2 Unreserved – 7	1. Higher Secondary School Certificate or All India Council of Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Board/Institution. 2. Should be a computer literate. 3. Knowledge of Konkani.	1. Two years experience in Social Work in any Social Welfare Organization. 2. Knowledge of Marathi.
8	Multi Tasking Staff	Level 1	11	Ex-Serviceman – 1 ST – 1 OBC – 3 Unreserved – 6	1. Secondary School Certificate Examination or equivalent qualification from a recognized Board / Institution. 2. Knowledge of Konkani.	Knowledge of Marathi.
9	Caretaker	Level 1	5 (3 Male & 2 Female)	OBC – 2 Unreserved – 3	1. Secondary School Certificate Examination or equivalent qualification from a recognized Board / Institution. 2. Knowledge of Konkani.	Knowledge of Marathi.
10	Escort (Female)	Level 1	4	ST-1 OBC – 1 Unreserved – 2	1. Secondary School Certificate Examination from a recognized Board / Institution. 2. Physical standard 5 feet 4 inches; chest 31” 33” 3. Knowledge of Konkani	Knowledge of Marathi.
11	Asst. Cook	Level 1	6	Ex-Serviceman – 1 ST – 1 OBC – 1 Unreserved – 3	1. Secondary School Certificate Examination or equivalent qualification from a recognized Board / Institution. 2. Knowledge of Konkani.	1. Certificate course in cooking. 2. Knowledge of Marathi.

1. Prescribed application form can be downloaded from the Goa Government website [www.goa.gov.in](http://www.goa.gov.in). Interested candidates fulfilling the educational qualifications prescribed for the above posts with the valid certificates of qualification, computer literacy certificate, experience certificate, 15 years Residential Certificate, Valid Employment Card, Birth Certificate, Caste / Differently-abled Certificate issued by Competent Authorities may submit his / her application in the prescribed proforma and submit the application to the Director of Women and Child Development, 2<sup>nd</sup> Floor, Old Education Building, Panaji Goa on or before 28/02/2019 by 3:00 p.m. Applications will be accepted in the Department from 06/02/2019 to 28/02/2019 between 10:00 a.m. to 3:00 p.m. daily (Lunch break 1:15 p.m. to 2:00 p.m.). No TA/DA will be paid either for appearing for the written test, interview or joining the post. The merit list (wait list) shall be kept valid for one year.
2. Age limit: Not exceeding 45 years (Relaxable to the Govt. servants & reserved vacancies in accordance with the instructions / orders issued by the Government from time to time).
3. Incomplete applications not in prescribed form and application received after the stipulated date & time shall be summarily rejected.
4. The post of Counselor (Male) is residential post at Apna Ghar, Mercedes.
5. Candidates already in Government service should send their application through proper channel.
6. The appointing Authority reserves the right to devise methods of selection of candidates for the post based on merit.
7. Anticipatory posts of recruitment year will be filled when actual vacancy occurs.

Application Proforma for the post in Directorate of Women & Child Development,  
Panaji- Goa.

**(No Documents to be submitted with the application)**

To,  
The Director,  
Directorate of Women and Child Development,  
Panaji Goa.

Affix passport  
size photograph

**Sub: Application for the post of \_\_\_\_\_ (Category: \_\_\_\_\_)**

1. Name: - (In block letters): \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Age as on date (YY/MM) : \_\_\_\_\_
4. Gender (Male / Female): \_\_\_\_\_
5. Marital status: \_\_\_\_\_
6. Address for correspondence (In block letters) : \_\_\_\_\_  
\_\_\_\_\_
7. Constituency: \_\_\_\_\_
8. Contact No.: \_\_\_\_\_
9. Employment Exchange Reg. No. \_\_\_\_\_ valid upto \_\_\_\_\_
10. Residence Certificate No: \_\_\_\_\_ valid upto \_\_\_\_\_
11. Height \_\_\_\_\_ ; Chest \_\_\_\_\_ (For Escort (Female) post only)
12. Educational Qualifications:

Sr. No.	Degree / Diploma / certificate	Month & year of passing	Name of Board / University	% achieved
1	2	3	4	5

13. Work experience in the field:

Sr. No.	Place of work	Post held	Date		Period
			From	upto	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

### **DECLARATION**

I \_\_\_\_\_ son/daughter/wife 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. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the requirement is liable to be **REJECTED OR CANCELLED EVEN AFTER SELECTION.**

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate  
Name:-