



Directorate of Prosecution

Government of Goa

7th floor, Shrama Shakti Bhavan, Patto, Panaji-Goa.

Email: dir-dp.goa@nic.in Phone No. 0832-2437665/2438278. Fax No.0832-2437665.

No. 53-8-2018-DP/Advt./ 1698

Dated: 06 /02/2019

TIME BOUND

To,
The Director
Department of Information Technology
2nd Floor, IT Hub,
Altinho, Panaji –Goa.

Sub:- Filling up of vacant posts of Lower Division Clerks, Junior Stenographer and Multi Tasking Staff.

Sir,

Kindly find enclosed herewith an advertisement matter (along with CD) for the posts of Lower Division Clerks, Junior Stenographer and Multi Tasking Staff with request to upload the same on Government of Goa Portal www.goa.gov.in.

The same is also sent through e- mail for doing the needful at the earliest.

Yours faithfully,

Sd/-

(T. S. Sardinha)
Director of Prosecution
State of Goa

Encl:- As above.



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No. 53-8-2018-DP/Advt./ 1698 (1)

Dated:- 06/02/2019

ADVERTISEMENT

Sub:- Filling up of vacant posts of Lower Division Clerks, Junior Stenographer and Multi Tasking Staff.

Applications are invited from the eligible candidates by the Director, Directorate of Prosecution, 7th Floor, Shrama Shakti Bhavan, Patto, Panaji - Goa for filling up of the following vacant posts.

Sr. No.	Name of the posts	Category & No. of Posts	Educational Qualifications	
			Essential	Desirable
1.	Lower Division Clerk (Pay Matrix Level-2)	11 Posts (OBC - 03 ST - 02 UR - 06)	1. Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. 2. Should be Computer literate. 3. Knowledge of Konkani	Knowledge of Marathi

2.	Junior Stenographer (Pay Matrix Level-4)	01 Post (01-General)	1.Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. 2. Should be Computer literate. 3. Speed of 100 w.p.m. in short hand and 35 w.p.m. in typewriting. 4. Knowledge of Konkani	Knowledge of Marathi
3.	Multi Tasking Staff (Pay Matrix Level-1)	04 Posts (OBC - 01 ST - 02 UR - 01)	1. Passed Secondary School Certificate Examination from Recognized Board/Institute Or Passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognized Institution. Note: Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, may be consider in case posts relates to technical works. 2. Knowledge of Konkani	1. Knowledge of Marathi 2. Multi Tasking skills such as knowledge of operating office machines including computers.

- A. Age limit:- shall not exceed 45 years as on the last date of filling the applications i.e. on 22/02/2019 (relaxable for Government servant by 5 years and for those in reserved category, as per the guidelines/instructions issued by the Government from time to time).
- B. The Department reserves the right to scrap the process in case suitable candidates are not available at any suitable stage.
- C. The Department reserves the right to cancel the Recruitment process at any time without any further notice or without assigning any reason thereof.
- D. Only the eligible candidates fulfilling the criteria as per the Recruitment Rules / Advertisement shall apply. However, the candidature of short listed candidates shall not be considered if he/she is found ineligible at the time of verification of the essential documents even though he /she has passed the written examination.

- E. Candidates already in Government service should send their applications through proper channel.
- F. Candidates should possess a valid 15 years continuous residence in the State of Goa.
- G. Applications received after the prescribed date/incomplete applications will be summarily rejected and no intimation will be sent to the applicants in this regard.
- H. Applications complete in all respects should be submitted by post or hand delivery to the office of the Director, Directorate of Prosecution, 7th floor, Shrama Shakti Bhavan, Pato, Panaji – Goa in the prescribed format enclosed hereto. Applications received in any other format and after 22/02/2019 will be summarily rejected.
- I. No travelling allowance or any other allowance will be paid to the Candidate for attending the written test.
- J. The applicants clearly shall mention in their applications the category i.e. Unreserved/OBC/ST.
- K. The dates for the written examination will be communicated to the eligible candidates/applicants by sending a call letter at the mentioned address. The names of the eligible candidates answering the written examination will also be displayed on the office Notice Board.
- L. The syllabus / scheme of examination and the selection criteria is as mentioned below:-

1. Lower Division Clerk:

A written examination of the eligible candidates will be conducted for the purpose of final selection of the candidates. The total marks allotted for the written test is 100 for 02 hours duration. The selection of the candidates would be entirely based on the marks secured in the written test and no weightage would be given to any other aspects such as additional educational qualification etc. The Syllabus for the written test will be as under:-

- 1. Knowledge of computer ----- 20 marks.
- 2. General Knowledge ----- 20 marks
- 3. Reasoning ability ----- 20 marks.
- 4. History and Politics of State of Goa---- -- -20 marks
- 5. Letter writing -----20 marks

2. Jr. Stenographer:

Proficiency / skill test in Shorthand and Computer typing test of eligible candidates will be conducted for the purpose of screening / short listing the candidates who qualify as per Recruitment Rules i.e. candidates would be tested for possessing Speed of 100 w.p.m. in short hand and 35 w.p.m. in typewriting and

only those candidate fulfilling this requirement shall be called for written test. No weightage would be given to marks scored in proficiency /skill test. The written test would be of 100 marks for 02 hours duration. The syllabus for the written examination will be as under:-

1. Knowledge of computer ----- 20 marks.
2. General Knowledge ----- 20 marks
3. Reasoning ability ----- 20 marks.
4. History and Politics of State of Goa---- -- 20 marks
5. Letter writing -----20 marks

Selection shall be done in accordance with the merit and as per marks obtained by each candidate in the written test.

3. Multi-Tasking Staff:

Written test for eligible candidate will be conducted for determining the merit of candidate as per syllabus mentioned herein below:-

- (i) General Knowledge (ii) Current affairs and (iii) Quantitative Aptitudes. The written test would be carry 100 marks for 1½ hour duration. Experience, additional Educational Qualification would not carry any weightage.

Sd/-
(T.S. Sardinha)
Director of Prosecution
State of Goa

Cont.

FORMAT OF APPLICATION

(Applicant need not submit any documents with the application)

From:

Name of the Applicant:

Postal Address:-

Contact No.:-

SELF ATTESTED PHOTO

To,

The Director

Directorate of Prosecution

7th Floor, Shrama Shakti Bhavan

Patto, Panaji –Goa.

Sub:- Application for the post of _____

1. Full Name:- _____
(In capital letters) (Surname) (Name) (Middle name)
2. Date of Birth: _____
3. Category: _____
(Unreserved/OBC/ST)
4. Age as on 22/02/2019 _____
5. Employment registration number
along with validity: _____
6. Details of essential / desirable qualification: _____
7. Languages known: _____
8. Residence Certificate
Number and issue date: _____

DECLARATION

I _____ son/daughter/wife of _____ hereby state that the contents of the above application are true to my own knowledge and that I possess the requisite essential qualifications and other mandatory documents for the post.

(Signature of the Applicant)
with date

