



Department of Information and Publicity
Government of Goa
Udyog Bhavan, 3rd Floor, Panaji, Goa -403 001, India
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No.DI/ADMN/AMR/2017-18/18-19/

Dated : / /2019

Magha __, 1940

ADVERTISEMENT

Application in prescribed format are invited by the Director of Information & Publicity, Udyog Bhavan, 3rd floor, Panaji, Goa from eligible candidates for filling up the posts indicated in column 2 of the table given below giving the full details in the prescribed format. The candidate may also refer to the detailed advertisement uploaded on the portal www.goa.gov.in .

Sr. No	Name of the Post	Number of Posts & Category of Reservation	Scale of Pay	Essential Qualification required
1	2	3	4	5
1	Information Assistant	2 posts 1-UR 1-OBC	Level 5 Rs. 29,200/-	Essential:- (i)Degree of a recognized University or equivalent (ii)Degree/Diploma or equivalent in Journalism/Advertisement of a recognized University/Institution. (iii) 3 years experience of Journalistic/Audio-Visual/Publicity work such as reporting/ drafting/editing news items/ press handouts/ preparing messages/speeches under government/in newspaper/news agency/ publicity organization of standing. (iv) Knowledge of Konkani. (v) Diploma in Computers. Desirable:- Knowledge of Marathi
2	Translator (Marathi)	1 post Ex-Servicemen	Level 5 Rs. 29,200/-	Essential:- 1.Bachelor's degree of a recognized University or equivalent with: (i)Marathi and

				English as elective subjects.OR (ii)English as Major and Marathi as ancilliary subjects. OR (iii)English as Major at Graduation level and Marathi at Higher Secondary or Intermediate level. 2. 2 years experience of translating from English to Marathi/Konkani and vice-versa.
3	Videographer	1 post UR	Level 6 Rs. 35,400/-	Essential:- (1) Graduate or equivalent from a recognized University. (2)Diploma in Videography from a recognized Institute. (3) Experience in Videography for at least three years. (4) Knowledge of Konkani. Desirable:- (1) Degree in Videography from a recognized University/Institute. (2) Knowledge of Marathi
4	Sr. Stenographer	1 post UR	Level 6 Rs. 35,400/-	Essential:- (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) Speed of 120 words per minute in short hand and 40 words per minute in typewriting. (3) Computer literate. (4) Knowledge of Konkani. (Desirable:- (1) 02 years experience in Administrative work. (2) Secretarial Course. (3) Knowledge of Marathi
5	Jr. Stenographer	5 posts 1-Ex-Servicemen 1-OBC	Level 4 Rs. 25,500/-	Essential:- (i) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized

		3-UR		State Board of Technical Education or equivalent qualification from a recognized Institution. (ii)Should be Computer Literate. (iii)Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting. (iv) Knowledge of Konkani. Desirable:- Knowledge of Marathi
6	Artist	1 post UR	Level 4 Rs. 25,500/-	Essential:- (i) Secondary School Certificate or equivalent qualification from a recognized Institution. (ii)Diploma / certificate from a recognized Institution in Art.
7	LDC	3 Post 1-ST 2-UR	Level 2 Rs. 19,900/-	Essential: (i) 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. (ii) Should be Computer literate. (iii) Knowledge of Konkani. Desirable: Knowledge of Marathi.
8	Devnagari Typist cum LDC	1 Post UR	Level 2 Rs. 19,900/-	Essential: (i) 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. (ii) Should be Computer literate. (iii) Knowledge of Konkani. Desirable: Knowledge of Marathi.
9	Multi Tasking	4 1-OBC 3-UR	Level 1 Rs. 18,000/-	Essential: (1) Passed Secondary School Certificate Examination from a recognized Board/Institution.

				<p style="text-align: center;">OR</p> <p>Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised Institution.</p> <p>Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <p>(2) Knowledge of Konkani. Desirable.</p> <p>(i) Knowledge of Marathi. (ii) Multi-tasking skills such as knowledge of operating office machines including computers.</p>
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Terms and conditions:

1. Age limit for the posts:- Should not exceed 45 years as on last date of filling the application i.e. on 27/02/2019, relaxation for Government servants/ ST/ OBC/Ex-servicemen shall be as per the instructions / orders issued by the Government from time to time, as applicable.
2. Applications complete in all respect should be submitted by hand delivery or through by post to the Director, Department of Information & Publicity, Udyog Bhavan, 3rd Floor, Panaji, Goa, on or before 27/02/2019 in the prescribed format those received after the prescribed date and in any other format will not be entertained and will be summarily rejected and no intimation will be send to the applicants in this regard.
3. Separate Application Form should be submitted for different posts and different category of posts, and should clearly mention in their application their category i.e. Unreserved/OBC/Ex-Servicemen/ST.
4. Candidates already in Government service should send their applications through proper channel.
5. Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. 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 he/she has passed the examination.

6. 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.
7. No travelling allowance or any other allowance will be paid to the candidate for attending written examination.
8. Department reserves the right to scab the process at any time without any further notice and without assigning any reason thereof.

(Narayan S. Navti)
Director, Information & Publicity

APPLICATION FORMAT

Affix
passport
size
photo

To,
The Director.
Department of Information & Publicity,
Udyog Bhavan, 3rd floor,
Panaji-Goa.

Post applied for :- _____

1. Name of the applicant :- _____
2. Complete Postal Address :- _____
3. With Pin Code :- _____
4. Contact No. :- _____
5. Email-id :- _____
6. Date of Birth & Age as on date of Advertisement :- _____
7. Nationality :- _____
8. Educational Qualification :- _____
9. Additional Qualification
(Other than the essential
Qualification shown above):- _____
10. Category
(ST/OBC/UR/Ex-Servicemen) :- _____
11. Employment Registration No. & Validity :- _____
12. Language Known:- _____
13. Experience if any :- _____
14. Possessing 15 years Residence certificate (Yes/No):- _____

“I _____ S/D/W of _____
hereby stat 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)

