

**INSTITUTE OF PUBLIC ASSISTANCE
PROVEDORIA MALA,
PANAJI - GOA**

No. 1-1-96/2019-20/IPA./Vol - V dated 8/3/2019

ADVERTISEMENT No.1-2019

Application in prescribed form mentioned below by giving details such as full name, complete address, date of birth, educational qualification and employment registration number, category, driving Licence duly supported with attested copies of the certificate of educational qualifications. Cast certificate, certificate of 15 years residence in Goa issued by the Competent Authority alongwith the passport size photograph pasted on the right side of the application are invited by the Director, Institute of Public Assistance (Providoria), Mala, Panaji-Goa latest by 22/03/2019 before 5.00 p.m. for filling up the below mentioned posts on regular basis.

SR. NO.	DESIGNATION OF THE POST	NUMBER OF POSTS	EDUCATIONAL & OTHER QUALIFICATION
1.	Programme Officer	01 post (Unreserved) in pay band of ₹ 9300-34,800+GP4600	<u>Essential</u> 1. Bachelor's Degree in Social Work/Home Science (Food and Nutrition). 2. Minimum 3 years experience in conducting training, implementation, monitoring and supervision of services for children, women and aged persons. 3. Knowledge of Konkani. <u>Desirable</u> 1. Computer Literate 2. Knowledge of Marathi
2.	Steward/ess	02 Posts 02 - OBC in pay band of ₹ 5200-20200+ GP 2400 Place of work IPA (Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	<u>Essential</u> 1. Bachelor's Degree in Social Science from a recognized University 2. Should be Computer Literate 3. Knowledge of Konkani/Marathi <u>Desirable</u> 1 year Experience in field work.
3.	Junior Stenographer	01 post UR in pay band of ₹ 5200-20200+GP2400	<u>Essential</u> 1. H.S.S.C.E. or equivalent Qualification from recognized Institution 2. Should be Computer Literate 3. Speed of 120 words per minute in short hand and 35 words per minutes in typewriting. 4. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi.
4.	Lower Division Clerk	04 posts 2- OBC 1- UR 1- ST in pay band of ₹ 5200-20200+GP1900 Place of work IPA (Providoria), Head Office Panaji-Goa/Branch Office at Margao-Goa.	<u>Essential</u> 1. H.S.S.C.E. or equivalent Qualification from recognized Institution 2. Should be Computer Literate 3. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi
5.	Auxiliary Nurse Midwifery	20 Posts 1 - PD, 7 - UR 3 - ST 7 - OBC 1 - CCF 1 - Ex- Servicemen In pay band of ₹ 5200-20200+GP1900 Place of work IPA (Providoria), Institutions (old aged homes) for 10 old age home at North Goa/South Goa	<u>Essential</u> 1. S.S.C.E. or equivalent Qualification 2. Auxiliary Nursing Midwifery course 3. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi

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6.	Asst. Steward/ess	<p>6 Posts</p> <p>1 – ST 1 – OBC 3 - UR 1 – Ex- Servicemen</p> <p>In pay band of ₹ 5200-20200+GP1900</p> <p>Place of work IPA (Provedoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. H.S.S.C.E. or equivalent Qualification 2. Should be Computer Literate 3. Knowledge of Konkani <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. One year experience in School welfare agency in residential, Institution or field worker. 2. Knowledge of Marathi.
7.	Light Vehicle Driver	<p>01 post (Unreserved)</p> <p>In pay band of ₹ 5200-20200+GP1900</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Middle class or equivalent Qualification 2. Valid Light Vehicle Driving Licence with unblemished record of driving experience. 3. Knowledge of Konkani <p><u>Desirable</u> Knowledge of Marathi.</p>
8.	Peon/MTS	<p>1 Post</p> <p>1 – PD</p> <p>In pay band of ₹ 5200-20200+GP1800</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Knowledge of Konkani <p><u>Desirable</u> Knowledge of Marathi.</p>
9.	Cooks	<p>14 Posts</p> <p>4 – PD 1– Ex-Servicemen 3 - OBC 1 - ST 1 - CFF 7 – UR</p> <p>In pay band of ₹ 5200-20200+GP1800</p> <p>Place of work IPA(Provedoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Certificate course in cooking of minimum six months duration from Government recognized institution. 3. Six months experience in cooking and food production in hospital/hotel/canteen serving minimum 50 person 4. Knowledge of Konkani <p><u>Desirable</u> Knowledge of Marathi.</p>
10.	Caretaker/MTS	<p>24 Posts</p> <p>1 – PH 1 – Ex-Servicemen 6 – OBC 2 – ST 1 - CFF 13 – UR</p> <p>In pay band of ₹ 5200-20200+GP1800</p> <p>Place of work IPA(Provedoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Passed SSCE. from recognized Board/ Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Six months course in Home Nursing through an Institute approved by the Government. 3. Six months experience in a hospital/Child Care facility/nursing home/old age home. 4. Knowledge of Konkani <p><u>Desirable</u> Knowledge of Marathi.</p>

11.	Servants/MTS	18 Posts 1 – PD 4 – OBC 3 - ST 10 – UR In pay band of ₹ 5200-20200+GP1800 Place of work IPA(Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	Essential 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Knowledge of Konkani Desirable Knowledge of Marathi.
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NOTE:

1. For all the above posts age limit - Not exceeding 45 years (Relaxable for Government Servants upto 5 years in accordance with the order or instructions issued by the Government from time to time).
2. The person selected for the post of Servants /MTS and Caretaker/MTS shall compulsorily have to clean the bedridden/old aged residents in respect of urinal/bed pan and other duties assigned by the superiors.
3. 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.

Advertisement may be seen on following portals.

www.ipagoa.org.in

www.goa.gov.in

“National Carrier Centre” Portal through Labour Department

PRESCRIBED APPLICATION PROFORMA

No. 1-3-2018/PA
Institute of Public Assistance
(Providoria) Mala,
Panaji-Goa

Date: 7/3/2019

Affix
Passport
size
photograph

To,
The Director,
Institute of Public Assistance,
(Providoria), Mala,
Panaji-Goa

Sub: Application for the post of _____ (Category : _____)

Ref: Advertisement No. 1/2019

1. Name:- (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth: - _____ 4. Age _____
5. Gender (Male/Female) _____ 6. Marital Status _____
7. Address for Correspondence _____

8. Category _____ (Scheduled Tribe/Scheduled caste/Other Backward Classes/Children of Freedom Fighters/Ex-servicemen/Unreserved, PD).)

9. Contact Details:
- a) Landline No. _____
 - b) Mobile No. _____
 - c) e-mail _____

10. Employment Exchange Reg. No. _____ Valid up to _____

11. Educational Qualifications:

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

(Note: May attach additional sheets, if required)

12. work experience in the field:

Sr. No.	Place of work	Post Held	Date		Period
			From	Up to	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

13. Extra Curricular activities, if any along with supporting document/certificates: _____

DECLARATION

I will submit the required documents in original alongwith attested copies of the same at the time of selection. I understand that in the event of any information furnished or certificates found to be false or incorrect or not as per the prescribed educational qualification my candidature for the post applied for is liable to be cancelled/rejected even after selection and shall be held liable for the consequences thereon.

Place: _____
Dated: _____

Signature of the candidate
Name:-

NOTE: Attested copies of the following certificates in proof of being authentic should be enclosed without fail

1. Birth Certificate
2. Cast Certificate (if applicable).
3. Valid Employment Exchange Registration Card
4. Educational & Technical Qualification
5. Experience Certificate
6. 15 years Residence Certificate in Goa, issued by the Taluka Mamlatdar.
7. Any other certificate, found relevant.

