



Government of Goa
Directorate of Women & Child Development
Panjim-Goa.

APPOINTMENTS

Advertisement No. 1/2014

Applications are invited from prospective candidates for filling up various vacancies under the Directorate of Women & Child Development, Panjim as hereunder:

Sr. No	Designation/post	Pay Band+Grade Pay	No. of Vacancies	Essential Qualifications	Desirable Qualifications
1.	Counselor (Male)	9300-34800 + 4200	1 post – (Unreserved)	<ol style="list-style-type: none">1. Graduation in psychology or Sociology or Social work from a recognized University2. Knowledge of Konkani	<ol style="list-style-type: none">1. Professional diploma of at least one year duration in counseling/psychiatry/ social work from a recognized University/ Institution.2. Minimum 2 years experience of working with women/children in difficult circumstances3. Knowledge of Marathi.
2.	Matron (Female)	5200-20200 + 2400	1-post - (Other Backward Classes)	<ol style="list-style-type: none">1. Degree from Recognized University in Home Science or equivalent2. Knowledge of Konkani	Knowledge of Marathi
3	Junior Stenographer	5200-20200+2400	1 post – (Other Backward Classes)	<ol style="list-style-type: none">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 literate3. Speed of 100 words per minute in short hand and 35 words per minute in typewriting4. Knowledge of Konkani	Knowledge of Marathi

4	Lower Division Clerk	5200-20200+1900	12 – posts 2-ST; 2-OBC; 1-Differently-abled person; 2-Ex-Serviceman (Re-advertised 2 nd time & 5- Unreserved	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
3.	Peon	4440-7440 + 1300	6 posts – 2-Other Backward Classes; 1-Ex-Serviceman & 3-Unreserved	1. Middle Class or equivalent qualification preferably in English 2. Knowledge of Konkani	Knowledge of Marathi
3	Escort (Female)	4440-7440 + 1300	1 post - Unreserved	1. Middle Class or equivalent 2. Must have ability to read one or more local language. 3. Physical standard 5” 4” 4. Knowledge of Konkani	Knowledge of Marathi
4	Assistant Cook	4440-7440 + 1300	1 post - OBC	1. Middle School or equivalent qualification preferably in English 2. Knowledge of Konkani.	1. Certificate course in cooking 2. Knowledge of Marathi.

- Interested candidates fulfilling the educational qualifications prescribed for each post above may submit his/her application in the prescribed proforma along with the certified copies of qualification; 15 years Residential Certificate; valid Employment Card; Birth Certificate; Caste/Differently-abled Certificate issued by Competent Authorities, to the Director of Women & Child Development, 2nd Floor, Old Education Building Floor, Panjim-Goa **on or before 10th October, 2014 by 4.00 pm**. Applications will be received in the Department from 24th September, 2014 to 10th October, 2014 between 9.30 am to 4.00 p.m. daily. 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.
- Age limit:- Not exceeding 40 years (Relaxable for Government servants up to 5 years in accordance with the instructions/orders issued by the Government)
- The appointment of Junior Stenographer/Lower Division Clerk is subject to further orders that may be passed in the Writ petition No. 131/06 and No. 140/06 before the Hon'ble High Court of Bombay at Goa.

Prescribed Application Proforma

Serial No. _____

To,
The Director,
Directorate of Women & Child Development,
Panjim-Goa.

Affix passport size photograph

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

Ref: Advertisement No. 1/2014

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 _____ (Differently-abled/Ex-servicemen/Children of Freedom
Fighter/S.T./O.B.C./Unreserved)
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	6

(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

(Note: May attach additional sheets, if required)

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

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars being detected, after my appointment, my services shall be terminated without any notice to me.

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. Caste/(Differently-abled/Ex-servicemen/Children of Freedom Fighter/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 certificates, found relevant.