



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

APPOINTMENTS

Advertisement No. 1/2016

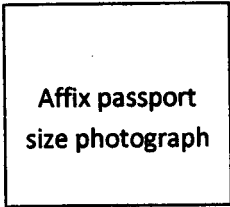
Applications are invited from prospective candidates for filling up the various posts under the Directorate of Women and Child Development, Panaji as here under:

Sr. No.	Designation / Post	Pay Band + Grade Pay	No. of vacancies category wise	Essential qualifications	Desirable Qualification
1.	Jr. Stenographer	5200-20200+2400	2 – (Reserved for ST – 1; Differently abled (PH) – 1	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 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.
2.	Matron (Female)	5200-20200+2400	1 – (Reserved for OBC – 1)	1. Degree from recognized University in Home Science or equivalent. 2. Knowledge of Konkani.	Knowledge of Marathi.
3.	Craft Instructor (Female)	5200-20200+2400	1 – (Unreserved – 1)	1. I.T.I. certificate in tailoring, cutting and embroidery work. 2. Knowledge of Konkani.	1. One year experience in the trade. 2. Knowledge of Marathi. 3. Experience in Handicraft.
4.	Lower Division Clerk	5200-20200+1900	2 – (Reserved for Ex-Serviceman – 1; OBC – 1)	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 form a recognized Institution. 2. Should be a computer literate. 3. Knowledge of Konkani.	Knowledge of Marathi.

5.	Peon	4440-7400+1300	2 (Reserved for OBC - 2)	1. Middle School or equivalent qualification preferably in English. 2. Knowledge of Konkani.	Knowledge of Marathi.	of
6.	Caretaker (Male)	4440-7400+1300	3- (Reserved for ST - 1; OBC - 1; Ex-Serviceman - 1)	1. Middle School or equivalent qualification preferably in English. 2. Knowledge of Konkani.	Knowledge of Marathi.	of
7.	Caretaker (Female)	4440-7400+1300	1- (Reserved for OBC - 1)	1. Middle School or equivalent qualification preferably in English. 2. Knowledge of Konkani.	Knowledge of Marathi.	of
8.	Escort (Female)	4440-7400+1300	1- (Reserved for OBC - 1)	1. Middle School or equivalent qualification preferably in English. 2. Must have ability to read one or more local language. 3. Physical standard 5 feet 4 inches; chest 31" 33" 4. Knowledge of Konkani	Knowledge of Marathi.	of
9.	Sweeper	4440-7400+1300	1 - (Unreserved - 1)	Should be literate.		

1. Prescribed application form can be downloaded from the Department website www.goa.gov.in and www.dwcd.goa.gov.in. Interested candidates fulfilling the educational qualifications prescribed for the posts above may submit his / her application in the prescribed proforma and present one set of self attested copies of 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 along with original certificates for verification on the day of the submission of the application to the Director of Women and Child Development, 2nd Floor, Old Education Building, Panaji Goa on or before 29/03/2016 by 3:00 p.m. Applications will be accepted in the Department from 14/03/2016 to 29/03/2016 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 40 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, shortfall of documents and application received after the stipulated date shall be summarily rejected.
4. The post of Matron (Female) and Caretaker (Male & Female) are residential posts at Apna Ghar, Mercas.
5. Candidates already in Government service should sent their application through proper channel.
6. The appointing Authority reserves the right to device methods of selection of candidates for the post based on merit.
7. For more details refer Departmental website at www.goa.gov.in and www.dwcd.goa.gov.in.

Prescribed Application Proforma



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

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

Ref.: Advertisement No. 1/2016

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. Height _____ ; Chest _____ (For Escort (Female) post only)

11. Educational Qualifications:

Sr. No.	Degree / Diploma / certificate	Month & year of passing	Name of 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	upto	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

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: Self attested copies of following certificates in proof of being authentic should be enclosed without fail.

1. Birth certificate
2. Caste certificate / Differently-abled (if applicable)
3. Valid Employment Exchange Registration Card
4. 15 years Residence certificate in Goa, issue by the Taluka Mamlatdar
5. Educational, Technical Qualification, Computer literacy certificate, Shorthand & typing
6. Experience certificate
7. Extracurricular activities certificate