



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

APPOINTMENTS

Advertisement No. 1/2015

Applications are invited from prospective candidates for filling up the post of Lower Division Clerk under the Directorate of Women and Child Development, Panaji as hereunder:

Sr. No.	Designation / Post	Pay Band + Grade Pay	No. of vacancies category wise	Essential qualifications	Desirable Qualification
1.	Lower Division Clerk	5200-20200 + 1900	07 posts 02 – OBC 01 – ST 01 – Differently-abled 03 - 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 form a recognized Institution. 2. Should be a computer literate. 3. Knowledge of Konkani.	Knowledge of Marathi.

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 post above may submit his / her application in the prescribed proforma along with the self attested copies of qualification, computer literacy certificate, experience certificate, 15 years Residential Certificate, Valid Employment Card, Birth Certificate, Caste / Differently-abled Certificate issued by Competent Authorities, to the Director of Women and Child Development, 2nd Floor, Old Education Building, Panaji Goa on or before 12/11/2015 by 3:00 p.m. Applications will be accepted in the Department from 02/11/2015 to 12/11/2015 between 10:00 a.m. to 3:00 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.
2. Age limit: Not exceeding 42 years (Relaxable by the Government in accordance with the instructions / orders issued by the Government from time to time).
3. The appointment 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.
4. For more details refer Department website at www.goa.gov.in and www.dwcd.goa.gov.in

Prescribed Application Proforma

Affix passport
size photograph

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

Sub: Application for the post of Lower Division Clerk (Category: _____)

Ref.: Advertisement No. 1/2015

1. Name: - (In block letters): _____
2. Date of Birth: _____
3. Age: _____
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. 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)

11. 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)

12. 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: 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
6. Experience certificate
7. Extracurricular activities certificate