



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

APPOINTMENTS

**Advertisement No. 1/2013**

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.	Mukhya Sevika	5200-20200 + 2800/-	8 posts (Reserved for: Ex-Serviceman – 1; Children of Freedom Fighter – 1; O. B. C. – 2; S.T. – 1; Unreserved – 3 )	1. Degree from a recognized University preferably in Home Science/ Child Development/ nutrition/ Social Work  2. Knowledge of Konkani.	Knowledge of Marathi
2.	Junior Stenographer	5200-20200 + 2400	2 posts (Reserved for Differently-abled person -1; Unreserved – 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 from a recognized institution.  2.Should be computer literate  3.Speed of 100 words per minute in short hand and 35 words per minute in typewriting  4.Knowledge of Konkani	Knowledge of Marathi
3.	Lower Division Clerk	5200-20200+ 1900	9 posts (Reserved for O.B.C.- 2; Differently-abled person- 1; Ex-Servicemen -2; Unreserved – 4)	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.	Knowledge of Marathi

				2.Should be computer literate 3.Knowledge of Konkani.	
4	Peon	4440-7440 + 1300	5 posts (Reserved for Ex-Servicemen-1; Children of Freedom Fighter-1; O.B.C.-1; Unreserved -2)	1.Middle school or equivalent qualification preferably in English 2.Knowledge of Konkani	Knowledge of Marathi
5	Caretaker	4440-7440 + 1300	10 posts (Reserved for S.T. - 2; [Male-1 & Female-1]; O.B.C. - 2 [Male -1 & Female -1]; Ex-Servicemen - 1 [Male]; Unreserved - 5 [Male-4 & Female-1])	1. Middle school or equivalent qualification preferably in English 2.Knowledge of Konkani	Knowledge of Marathi
6.	Night Watchman	4440-7440 + 1300	1 post - (Reserved for Differently-abled person)	1.Should be literate 2.Knowledge of Konkani	Knowledge of Marathi

1. 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 Certificate issued by Competent Authorities to the Director of Women & Child Development, 1<sup>st</sup> Floor, Shanta Building, St. Inez, Panjim-Goa on or before **13<sup>th</sup> May, 2013 by 5.00 pm.**
2. Age limit:- Not exceeding 42 years (Relaxable for Government servants up to 5 years in accordance with the instructions/orders issued by the Government)
3. The appointment of Junior Stenographer/Lower Division Clerk/Driver 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. 1/2013

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/Other Backward Classes/ Children of Freedom Fighters/Ex-servicemen/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: \_\_\_\_\_

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#### 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 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.