



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

APPOINTMENTS

Applications are invited from prospective candidates for filling up the post of Jr. Stenographer purely on contract basis for a period of one year only from the date of appointment at Apna Ghar, Mercus under the Directorate of Women and Child Development, Panaji as here under:

Sr. No.	Designation / Post	Remuneration	Total No. of posts	Essential qualifications	Desirable Qualification
1.	Jr. Stenographer	Rs. 17,100/- p.m.	02	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 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.

1. Prescribed application form can be downloaded from the Department website [www.goa.gov.in](http://www.goa.gov.in) and [www.dwcd.goa.gov.in](http://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 and present one set of self attested copies of certificates of qualification, computer literacy certificate, shorthand & typewriting certificates, 15 years Residential Certificate, Valid Employment Card, Birth 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, 2<sup>nd</sup> Floor, Old Education Building, Panaji Goa on one day i.e. 10/10/2016 between 10:00 a.m. to 3:00 p.m. only (Lunch break 1:15 p.m. to 2:00 p.m.). No TA/DA will be paid either for appearing for the written test or joining the post.
2. Age limit: Not exceeding 45 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, applications received by post and application received after the stipulated date & time shall be summarily rejected.
4. The appointing Authority reserves the right to devise methods of selection of candidates for the post based on merit.
5. For more details refer Departmental website at [www.goa.gov.in](http://www.goa.gov.in) and [www.dwcd.goa.gov.in](http://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 Jr. Stenographer (contract basis)**

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. 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)

