



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE NORTH GOA DISTRICT
Collectorate Bldg., Panaji-Goa- 403001.

Phone No:- 0832-2426148, 2223612, 2225383 (EPBX) Fax No:- 0832-2426148, 2426492
Email:- coln.goa@nic.in

No.1/17/81-EST/Col(part-VII)

dated 24.01.2019

Sub:- Filling-up of vacant posts of Awal karkun, Jr. Stenographer, Talathi, LDC and Multi Tasking Staff (MTS).

ADVERTISEMENT

Applications are invited by the Collector, North Goa District, Panaji for filling up the various categories of vacant posts under the Collectorate, North Goa District. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Collector, North Goa District, Panaji- Goa" so as to reach this office on or before 11.02.2019 by 5.00 pm.

The application forms for all the posts will be received at Room no. 7, Ground Floor, Entertainment Society of Goa (Old GMC building), opposite Inox, Panaji Goa during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm. The applicant can also be sent by ordinary posts to this office so as to reach this office before the last date i.e.11.02.2019

1. The details of vacancies category-wise are as under:-

Sr. No.	Name of post	Categories								
		Pay matrix level	UR	OBC	SC	ST	Sports men	Ex-Servicemen	Person with Disability	Total
1	2	3	3	4	5	6	8	9	10	11
1	Awal Karkun	Level -5	09	03	--	02	--	01	01- Locomotor Disability	16
2	Jr. Stenographer	Level -4	07	01	01	02	--	01	01- Multipale Disabilities	13
3	Talathi	Level -2	13	06	01	04	--	01	--	25
4	Lower Division Clerk	Level -2	34	13	02	07	01	01	01- Blindness & Low vision 01- Locomotor Disability	60
5	Multi Tasking staff (MTS)	Level -1	11	04	01	03	--	--	--	19
Grand Total 133										

1. The Candidates already working in the Government, local self Government, Semi-Government, autonomous bodies or establishment, or any other department establishment or institution being an instrumentality of the Government should send their applications through proper channel only on or before last date of submission of the application and such applications received directly will be rejected.

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2. Only application will be accepted with declaration from Candidates stating that **“the contents of the application are true to his/her own knowledge and he/she possess the requisite qualification and other mandatory documents for the post. He/She understand that in the event of particulars or information given herein being found false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION”**.
3. A separate application should be submitted for each type of post.
4. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

...3/-

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THE QUALIFICATIONS REQUIRED FOR THE POST AS PER THE NOTIFIED RECRUITMENT RULES ARE AS UNDER:-

A. AWAL KARKUN

Educational Qualifications :

Essential :-

- 1.Degree of recognized University or equivalent.
- 2.Diploma in Computer of minimum six months duration from a recognized institution.
- 3.Knowledge of Konkani .

Desirable:-

- 1.Degree in law from a recognized University.
- 2.Knowledge of Marathi.

B. JR. STENOGRAPHER

Educational Qualifications:

Essential :-

- 1.Higher Secondary School Certificate or equivalent qualification from a recognized institution.
- 2.Should be computer literate
3. Speed of 100 words per minute in Shorthand and 35 words per minute in typewriting.
- 4.Knowledge of Konkani .

Desirable:-

2. Knowledge of Marathi .

C. TALATHI

Educational Qualifications:

Essential :-

- 1.Degree of recognized University or equivalent
- 2.Diploma in Computers of minimum six months duration.
- 3.Knowledge of Konkani

Desirable:-

Knowledge of Marathi

D. LOWER DIVISION CLERK

Educational Qualifications:

Essential :-

- 1.Higher Secondary School Certificate or equivalent qualification from a recognized institution.
2. Should be computer literate.
- 3.Knowledge of Konkani.

Desirable :-

Knowledge of Marathi.

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E. Multi-Tasking Staff (MTS)

Educational Qualifications:

Essential :-

1. Passed Secondary School Certificate Examination from a recognized Board/Institution.

or

Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant Trade, from a recognized institution.

Note :- Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.

2. Knowledge of Konkani

Desirable

(i) Knowledge of Marathi

(ii) Multi-tasking skills as knowledge of operating office machines including computers.

F. AGE LIMIT:-

Not exceeding 45 years

Age is relaxable to :-

- (i) Government Servant by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PD by 10 years (15 years for SCs/STs and 13 years for OBCs)
- (v) Ex-Serviceman in accordance with the instructions or orders issued by the Government from time to time.

G. 15 years continuous residence in the State of Goa.

H. Valid Employment Card

..5/-

POST-WISE SELECTION CRITERIA WILL BE FOLLOWED AS UNDER :-

As per O.M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016, the criteria for selection for Group "C" posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M. M.O. No. 1/6//83-PDER(Vol.II)pl(a)/143 dated 14.01.2019 and the decision of the Collector on any issue will be final.

A. AWAL KARKUN

A preliminary exam of 50 marks will be conducted for all the candidates who submit their application forms for the posts of Awal karkuns for the purpose of short-listing the candidates for written test in the ratio of 1: 10 (For example, for 05 vacancies on a ratio of 1: 10, top 50 will be shortlisted on merit for written test). Only Shortlisted candidates will be called for written test. Selection shall be determined in accordance with the marks obtained by each candidate in the written test as per merit in each category of posts.

SYLLABUS FOR PRELIMINARY EXAM FOR SHORT-LISTING THE CANDIDATES FOR WRITTEN TEST FOR THE POST OF AWAL KARKUN – 50 marks

- | | |
|--|------------|
| 1. General English Including Grammar | -15 marks |
| 2. Logical Reasoning and Analytical Ability | -15 marks |
| 3. General Knowledge, Current Affairs and Events of National and International Importance. | - 20 marks |

SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST for POSTS OF AWAL KARKUN – 50 marks

- | | | |
|---|---|-----------|
| 1. Computer Knowledge | - | 05 marks |
| 2. History and Politics of state of Goa | - | 05 marks |
| 3. General Knowledge | - | 10 marks |
| 4. RTI Act (General Knowledge) | - | 05 marks |
| 5. Mathematics | - | 10 marks |
| 6. History of India | - | 05 marks |
| 7. Letter Writing | - | 05 marks |
| 8. Legal awareness (General Knowledge)- | | 05 marks. |

B. JR. STENOGRAPHER

All the applicants will have to undergo skill test for shorthand and typing and only these candidates who qualify with minimum required speed as per RRs will have to undergo written test.

SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST FOR THE POST OF JR. STENOGRAPHER – 50 marks

- | | |
|---|------------|
| 1. Computer Knowledge | -10 marks |
| 2. General Knowledge | - 10 marks |
| 3. RTI Act (General (Knowledge) | -10marks |
| 4. Letter Writing | - 5 marks |
| 5. Legal awareness (General Knowledge)- | 05 marks |
| 6. History and Politics of state of Goa | -10 marks |

C. TALATHIS , LOWER DIVISION CLERKS AND MULTI-TASKING STAFF

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidates in the written test as per merit.

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF TALATHIS AND LOWER DIVISION CLERKS - 100 MARKS

1. Computer Knowledge -20 marks
2. General Knowledge - 20 marks
3. History and Politics of state of Goa -20 marks
4. Legal awareness (General Knowledge)- 20 marks
5. Letter Writing - 20 marks

SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR MULTI-TASKING STAFF (MTS) -100 MARKS

1. Computer Knowledge -40 marks
2. General Knowledge - 40 marks
3. Office Procedure -20 marks

Entry Serial No. _____
Received Date : _____

Data Entered ()

COMMON APPLICATION FORM FOR THE POST OF _____ IN THE COLLECTORATE NORTH
(No Documents to be submitted with the application)

To,
The Collector,
North Goa District
Panaji -Goa



Sub:- Application for post of _____
Collectorate North.

Sir,

With reference to advertisement in local news paper _____
dated _____, I hereby apply for the post of _____ in
Collectorate North.

2. My bio-data is as under:-

- a. Name : _____ **M/F**
(in Capital letters) **SURNAME** **NAME** **MIDDLENAME**
- b. Father's/Husband's Name :- _____
- c. Address :- Village /Town :- _____ Taluka:- _____
Constituency: - _____
District:- _____ State: _____
PIN:- _____
- d. Whether possess qualification
as per recruitment rules :- Yes/NO
- e. Category :- _____
- f. Date of Birth :- D____/M____/Year _____
- g. Whats app Contact no. :- _____
- h. E-mail ID : _____

DECLARATION

I _____ son/daughter/wife of _____
hereby state that the contents of the application are true to my own knowledge and I
declare that I, possess the requisite essential qualifications and other mandatory
requirements for the post. 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 EVEN AFTER SELECTION.**

Yours faithfully,

Signature _____

Name _____

- N.B.** (a) The applicant will be informed for written examination/skill test through
E-mail, whats app sms or by sending call letter and the said message or
call letter will be valid for all purposes.
- (b) The application forms for all the posts will be received at Room no. 7,
Ground Floor, Entertainment Society of Goa (Old GMC building), opposite
Inox, Panaji Goa during office hours between 10.00 am to 12.00 noon and
2.30 pm to 5.00 pm upto 11.02.2019
- (c) Separate application should be submitted for each type of posts.