No.DI/ADMN/AMR/2017-18/18-19/ Dated : / /2019
Magha ___, 1940

ADVERTISEMENT

Application in prescribed format are invited by the Director of Information & Publicity, Udyog Bhavan, 3\textsuperscript{rd} floor, Panaji, Goa from eligible candidates for filling up the posts indicated in column 2 of the table given below giving the full details in the prescribed format. The candidate may also refer to the detailed advertisement uploaded on the portal [www.goa.gov.in](http://www.goa.gov.in).

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>Number of Posts &amp; Category of Reservation</th>
<th>Scale of Pay</th>
<th>Essential Qualification required</th>
</tr>
</thead>
</table>
| 1       | Information Assistant       | 2 posts 1-UR 1-OBC                         | Level 5 Rs. 29,200/- | Essential:- (i) Degree of a recognized University or equivalent  
(ii) Degree/Diploma or equivalent in Journalism/Advertisement of a recognized University/Institution.  
(iii) 3 years experience of Journalistic/Audio-Visual/Publicity work such as reporting/drafting/editing news items/press handouts/preparing messages/speeches under government/in newspaper/news agency/publicity organization of standing.  
(iv) Knowledge of Konkani.  
(v) Diploma in Computers.  
Desirable:- Knowledge of Marathi |
| 2       | Translator (Marathi)        | 1 post Ex-Servicemen                      | Level 5 Rs. 29,200/- | Essential:- (i) Bachelor’s degree of a recognized University or equivalent with: Marathi and    |
English as elective subjects. OR
(ii) English as Major and Marathi as ancilliary subjects. OR (iii) English as Major at Graduation level and Marathi at Higher Secondary or Intermediate level.

2. 2 years experience of translating from English to Marathi/Konkani and vice-versa.

| 3 | Videographer | 1 post | UR | Level 6 | Rs. 35,400/- | Essential:-
(1) Graduate or equivalent from a recognized University.
(2) Diploma in Videography from a recognized Institute.
(3) Experience in Videography for at least three years.
(4) Knowledge of Konkani.
Desirable:-
(1) Degree in Videography from a recognized University/Institute.
(2) Knowledge of Marathi

| 4 | Sr. Stenographer | 1 post | UR | Level 6 | Rs. 35,400/- | Essential:-
(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) Speed of 120 words per minute in short hand and 40 words per minute in typewriting.
(3) Computer literate.
(4) Knowledge of Konkani.
(Desirable:-
(1) 02 years experience in Administrative work.
(2) Secretarial Course.
(3) Knowledge of Marathi

| 5 | Jr. Stenographer | 5 posts | 1-Ex- Servicemen | 1-OBC | Level 4 | Rs. 25,500/- | Essential:-
(i) Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized
<table>
<thead>
<tr>
<th>Post</th>
<th>No. of Posts</th>
<th>Level</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>3</td>
<td>Level 4</td>
<td>Rs. 25,500/-</td>
</tr>
<tr>
<td>Artist</td>
<td>1</td>
<td>Level 4</td>
<td>Rs. 25,500/-</td>
</tr>
<tr>
<td>Devnagari Typist cum LDC</td>
<td>1</td>
<td>Level 2</td>
<td>Rs. 19,900/-</td>
</tr>
<tr>
<td>Multi Tasking</td>
<td>4</td>
<td>Level 1</td>
<td>Rs. 18,000/-</td>
</tr>
</tbody>
</table>

Essential:
(i) Secondary School Certificate or equivalent qualification from a recognized Institution.
(ii) Should be Computer literate.
(iii) Knowledge of Konkani.
(iv) Knowledge of Marathi.

Desirable:
Knowledge of Marathi.

Essential:
(i) 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.
(ii) Should be Computer literate.
(iii) Knowledge of Konkani.

Essential:
(i) Passed Secondary School Certificate Examination from a recognized Board/Institution.
Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised 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 such as knowledge of operating office machines including computers.

**Terms and conditions:**

1. Age limit for the posts:- Should not exceed 45 years as on last date of filling the application i.e. on 27/02/2019, relaxation for Government servants/ST/OBC/Ex-servicemen shall be as per the instructions/orders issued by the Government from time to time, as applicable.

2. Applications complete in all respect should be submitted by hand delivery or through by post to the Director, Department of Information & Publicity, Udyog Bhavan, 3rd Floor, Panaji, Goa, on or before 27/02/2019 in the prescribed format those received after the prescribed date and in any other format will not be entertained and will be summarily rejected and no intimation will be send to the applicants in this regard.

3. Separate Application Form should be submitted for different posts and different category of posts, and should clearly mention in their application their category i.e. Unreserved/OBC/Ex-Servicemen/ST.

4. Candidates already in Government service should send their applications through proper channel.

5. Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though he/she has passed the examination.
6. The process of recruitment shall be done only through written examination and Department shall not give weightage to any other aspect once the candidate fulfils the essential qualification and is eligible under the Recruitment Rules.

7. No travelling allowance or any other allowance will be paid to the candidate for attending written examination.

8. Department reserves the right to scrub the process at any time without any further notice and without assigning any reason thereof.

(Narayan S. Navti)
Director, Information & Publicity
APPLICATION FORMAT

To,
The Director.
Department of Information & Publicity,
Udyog Bhavan, 3rd floor,
Panaji-Goa.

Post applied for :- ________________

1. Name of the applicant :- ___________________________

2. Complete Postal Address :- ___________________________

3. With Pin Code :- ___________________________

4. Contact No. :- ___________________________

5. Email-id :- ___________________________

6. Date of Birth & Age as on date of Advertisement :- ________________

7. Nationality :- ___________________________

8. Educational Qualification :- ___________________________

9. Additional Qualification
   (Other than the essential Qualification shown above) :- ___________________________

10. Category
    (ST/OBC/UR/Ex-Servicemen) :- ___________________________

11. Employment Registration No. & Validity :- ________________

12. Language Known:- ___________________________

13. Experience if any :- ___________________________

14. Possessing 15 years Residence certificate (Yes/No):- ________________

“___________________________ S/D/W of ___________________
hereby stat that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post”

(Signature of the Applicant)