



Government of Goa
Department of Science and Technology
1st Floor, Pandit Deendayal Upadhyay Bhavan,
Behind Pundalik Devasthan, Near Sanjay School,
Porvorim, Bardez Goa
Phone No.: 0832-2416584
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No: 321-10-2019/S&T/DIR

Dated: 10 /06 /2019

Sub:- Filling-up of vacant posts of Jr. Stenographer and LDC.

ADVERTISEMENT

Applications are invited by the Director/Jt. Secy(S&T), Porvorim Goa for filling up the vacant posts in Group 'C' in Department of Science and Technology, Porvorim - Goa. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Director, Department of Science and Technology, Porvorim - Goa" so as to reach this office on or before **01/07/2019** by 5.00 p.m.

The application forms for all the posts will be received at O/o of the Director, Department of Science and Technology, 1st Floor, Pandit Deendayal Upadhyay Bhavan, Behind Pundalik Devasthan, Porvorim - Goa during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm. The application can also be sent by ordinary post so as to reach this office before the last date of submission i.e. **01/07/2019**

The details of vacancies category-wise

Sr. No.	Name of Post	Pay Level in the Pay matrix	No. of Posts	Category
1	Jr. Stenographer	Level -4	01	UR
2	Lower Division Clerk	Level-2	03	UR
Total			04	

1. 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 has passed the examination.

....2/-

2. 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 instrumentally 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.
3. 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”**.
4. A separate application should be submitted for each type of post.
5. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

**COMMON APPLICATION FORM FOR THE POST OF _____ IN THE
DEPARTMENT OF SCIENCE AND TECHNOLOGY
(No Documents to be submitted with the application)**

To,
The Director,
Department of Science and
Technology,
Porvorim –Goa

**PHOTO
Self
attested**

Sub:- Application for post of _____

Sir,

With reference to advertisement in local news paper _____
dated _____, I hereby apply for the post of _____ in
Department of Science and Technology.

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 :-H.no. _____ waddo _____
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
possess the requisite qualifications and other mandatory documents 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 O/o the Director.
Department of Science and Technology, 1st Floor, Pandit Deendayal
Upadhyay Bhavan, Behind Pundalik Devasthan, Poprvorim during office
hours between 10.00 am to 12.00 noon and 2.30pm to 5.00 pm upto
01/07/2019.
- (c) Separate application should be submitted for each type of posts.

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

A. 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 .

B. 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.

C. AGE LIMIT:-

Not exceeding 45 years for all the posts as on date of submission of application.

Age is relaxable in accordance with the instructions or orders issued by the Government from time to time.

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

E. Valid Employment Card

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. No. 1/6//83-PDER(Vol.II)pl(a)/143 dated 14.01.2019 and the decision of the Director (S&T) on any issue will be final.

A. JR. STENOGRAPHER

All the applicants will have to undergo skill test for shorthand and typing and only those 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

B. LOWER DIVISION CLERKS

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 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
