



GOVERNMENT OF GOA
DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS
1st Lift, 2nd Floor, Junta House, Panaji – Goa.403001
Tel: - 2226084 Fax: - 2425365, E-Mail: dir-csca@nic.in, adi-csca@nic.in

Ref No.DCS/EST/Recruitment/2021-22/116

Dated: - 16th July 2021

ADVERTISEMENT

Applications are invited from eligible candidates for filling up the below mentioned Group 'C' post in the Department of Civil Supplies and Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji, Goa.

DETAILS OF POSTS AND ELIGIBILITY

Sr.No.	Name of the Post & Pay Level	Total No.of Posts	Essential Educational Qualification
01.	Multi Tasking Staff Pay Level -1	01 -EWS	i) Passed Secondary School Certificate from a recognized Board/Institution . OR Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant trade from 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. Knowledge of Konkani. Desirable i) Knowledge of Marathi ii) Multi-tasking Skills such as knowledge of operating office machines including computers

Note:-

- 1) Age- Not exceeding 45 years (relaxable for Government Servants by 5 years and for reserved vacancies in accordance with the instructions or Orders issued by the Government from time to time).
- 2) Candidates applying for the post must possess 15 years continuous residence in the State of Goa issued by the Mamlatdar.
- 3) Duly filled application to be submitted in the Office of Department of Civil Supplies and Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji, Goa between 10:00 am to 01:00 p.m and 2:00 p.m to 5:00 p.m on working days. Last date for submission of application is **06/08/2021(5:00 p.m)**.

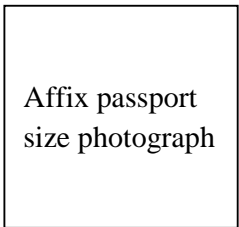
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- 4) The Candidates already working in the Government, Local self Government, Semi Government, Autonomous bodies or establishment, or any other Department/Body, establishment or institutions being an instrumentality of the Government should send their application through proper channel only. The last date for submission of applications through proper channel is **06/08/2021** by 03:00 p.m.
- 5) Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
- 6) Syllabus and pattern of examination for the post of Multi Tasking Staff (Peon) will be as per standard examination procedure.
- 7) Candidate shall download the Application Format from the departmental website **www.goacivilsupplies.gov.in**.
- 8) No TA/DA will be paid either for appearing for written test or joining the post.
- 9) For any enquiry for filling up of application, the candidates may contact the landline No.0832-2226084 only on working days between 10:00 a.m to 05:00 p.m.
- 10) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- 11) 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 posts.
- 12) Late and Incomplete applications will be summarily rejected.

(-sd-)

Director
Civil Supplies & Consumer Affairs

APPLICATION FORM



Name & Address of the Applicant: -
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To,

The Director
Department of Civil Supplies and
Consumer Affairs, 1st Lift, 2nd Floor
Junta House, Panaji, Goa-403 001

Name of the post applied for: - APPLICATION FOR THE POST OF MULTI TASKING STAFF

Category of the post applied for (EWS)

1. Name in full (in block letters) :-.....
Surname Name Middle Name
2. Gender (Male/Female) :-.....
3. Marital Status :-.....
4. Father's/Husband's Name :-.....
5. Address for correspondence :- H.No..... Waddo:-.....
(in block letters) Village/Town..... Taluka.....
6. Contact Number :-.....
7. Date of Birth (dd/mm/yyyy) :-.....
8. Age as on date of Advertisement (yy/mm) :-.....
9. Whether residing in Goa for last 15 years- Yes/No, if Yes, Certificate valid upto.....
10. Employment Exchange :-..... Valid upto:.....
11. Nationality :-.....
12. Details of Essential Qualifications :-

Sr. No	Examination Passed	Month & year of passing	Grade/Class/ Division	Name of the Board/ University	Marks obtained	% achieved

13. Additional qualifications (other than essential qualification shown above)

Sr. No	Examination Passed	Month & year of passing	Grade/Class/ Division	Name of the Board/ University	Marks obtained	% achieved

14. Languages Known (Please tick) in appropriate column

Name of the languages	Read	Write	Speak
English			
Konkani			
Marathi			
Hindi			

15. Details of Extra Curricular activities :

Sr. No	Details of Extra Curricular activities/participation	Name of Event	Date of Event	Name of the Organisation conducting event	Position secured

16. Details of Work experience in the field :-

Sr. No	Name of Organisation/Institution/Establishment	Designation of the post held	Nature of work handled	Date		Period
				From	Upto	

(Note :- May attach additional sheets, if required)

DECLARATION

I, Son/daughter/wife of hereby state that the contents of the application are true to my knowledge and I possess the requisite qualification 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 CANCELED EVEN AFTER SELECTION.**

(Note: Strictly No Certificate to be attached/enclosed)

Place :-.....

.....
(Signature of the applicant)

Dated :- / /2021

Name (in block letters).....