

EPBAX – 2312512  
Chairperson – 2315006



एक कदम स्वच्छता की ओर  
Swachh Bharat-Nital Goem

PONDA - GOA



PMC/ADMN/Recruitment/ 1581 /2020-21

Date: 27/08/2021

**Employment Notification No. PON-01/2021**

Applications in the prescribed format are invited by the Ponda Municipal Council, Ponda - Goa, from eligible candidates for filling up the following posts at Ponda Municipal Council, Ponda – Goa.

Sr. No.	Name of the Post	Category		Pay Matrix Level as per 7 <sup>th</sup> CPC
1.	Lower Division Clerk	UR	2	Level 2
		Total	2	
2.	Worker (Multitasking-Staff)	ST	1	Level 1
		OBC	1	
		Total	2	

The notification containing full particulars such as essential qualification, age, pay, fee of Rs. 200/- (non-refundable) towards prescribed application etc., are available at the Council website [www.pmcgoa.com](http://www.pmcgoa.com). The last date for submission of application is 16/09/2021 alongwith all supporting documents duly attested.

Seen & approved

**Shantaram G. Kolvenkar**  
Chairperson



( Pradeep S. Naik )  
Chief Officer



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एक कदम स्वच्छता की ओर  
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PONDA - GOA

GOA@60



PMC/ADMN/Recruitment/ 1581 /2020-21

Date: - 27/08/2021

**NOTICE INVITING APPLICATIONS FOR FILLING UP OF  
POSTS OF LOWER DIVISION CLERK AND WORKER (MULTI  
TASKING STAFF)**

Applications are invited in prescribed format by the Chief Officer, Ponda Municipal Council for recruitment of the following Group 'C' posts at Ponda Municipal Council, Ponda-Goa by Direct Recruitment on temporary basis. The applicant should possess (i.) Valid 15 year's residence in Goa and (ii.) Valid Employment Exchange registration number /card compulsorily. The application in the prescribed should reach the office of the Chief Officer Ponda Municipal Council, Sadar, Ponda Goa, on or before 16/09/2021 during office hours between 10.00 a.m. to 5.00 p.m.

Sr. No.	Designation of post	No. of vacancies and category of reservation		Pay Matrix as per 7 pay commission	Educational Qualification
(1)	(2)	(3)	(4)	(5)	
1	Lower Division Clerk	Un-reserved	02	Pay Matrix Level-2	<b>Essential:-</b> 1. Possessing 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. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English. 3. Knowledge of Konkani  <b>Desirable:-</b> 1. Knowledge of Marathi.
		Total	02		





2	Worker (MTS)	S.T.	01	Pay Matrix Level-1	<b>Essential:-</b>	<ol style="list-style-type: none"> <li>1. Secondary School Certificate Examination OR equivalent.</li> <li>2. I.T.I Certificate in the trade of Electrician or Civil from a recognised Institution.</li> <li>3. Diploma in Computer from a recognized Institution.</li> <li>4. Knowledge of Konkani</li> </ol>
		O.B.C.	01			
		<b>Total</b>	<b>02</b>			
					<b>Desirable:-</b>	<ol style="list-style-type: none"> <li>1. Knowledge of Marathi</li> </ol>

**B. Age limit prescribed:-**Age 18 years and above and not exceeding **40 years** for post at Sr. No. 1 & Age 18 years and above and not exceeding **45 years** for post at Sr. No. 2 as on last date of the advertisement. (Relaxable for Government servants and reserved categories candidates i.e. ST/OBC/SC/Ex-Serviceman/PH in accordance with the instructions or orders issued by the Government from time to time).

**C. Interested and eligible candidates should obtain the prescribed application Form, on spot payment of Rs. 200/- (non-refundable), available in the Administration Section of Ponda Municipal Council and thereafter submit the said application duly filled at the O/o Chief Officer, Ponda Municipal Council, Ponda Goa from 30/08/2021 to 16/09/2021. No application shall be accepted/ considered after the last date of application. Only paid application embossed with unique serial number and office seal shall be accepted within the prescribed time only at Ponda Municipal Council office entry and no other modes of submission (e-mail, registered letters etc.) shall be accepted.**

**D. Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply. The candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, without any notice thereof.**

**E. The Ponda Municipal Council reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.**

Seen & approved



**Shantaram G. Kolvenkar**  
Chairperson



  
( Pradeep S. Naik )  
Chief Officer