



GOVERNMENT OF GOA  
GENERAL ADMINISTRATION DEPARTMENT  
SECRETARIAT, PORVORIM, GOA- 403 521, TEL- 2419784, FAX- 2419753

File No.13/2/2021-GAD-III

Dated: - 14/10/2021

**NOTICE INVITING APPLICATIONS FOR FILLING UP OF POSTS OF SENIOR ASSISTANT, STENOGRAPHER GRADE-II, JUNIOR ASSISTANT AND MTS, IN SECRETARIAT**

Online applications are invited from eligible candidates via <https://cbes.goa.gov.in> latest by 01/11/2021 for filling up the following Group 'C' posts in the General Administration Department, Secretariat Porvorim - Goa.

Sr. No.	Name of the post	Pay Scale	Total Number of posts	Number of vacancies category-wise	Essential Educational qualifications
1.	Senior Assistant	Level-6 of CCS (Revised Pay) Rules, 2016	20	UR - 11 OBC - 4 ST - 2 SC - 1 EWS - 1 Ex-servicemen - 1 (out of the 19 posts i.e. UR, OBC, ST, SC & EWS one is reserved for Person with Disabilities i.e. Locomotors disability including Cerebral palsy, Leprosy cured, dwarfism, acid attack victims and muscular dystrophy)	Essential (1) Degree of a recognized University or equivalent. (2) Minimum three months certificate course in Computers. (3) Knowledge of Konkani Desirable: Knowledge of Marathi.
2.	Stenographer Grade-II	Level-4 of CCS (Revised Pay) Rules, 2016	15	UR - 8 OBC - 4 ST - 2 SC - 1	Essential (1) Higher Secondary School Certificate from a recognized Board or All

					<p>India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized institution.</p> <p>(2) Speed of 100 words per minute in Shorthand and 35 words per minute in typing.</p> <p>(3) Minimum three months certificate course in Computers.</p> <p>(4) Knowledge of Konkani</p> <p>Desirable: Knowledge of Marathi</p>
3.	Junior Assistant	Level-2 of CCS (Revised Pay) Rules, 2016	42	<p>UR - 24 OBC - 7 ST - 6 EWS - 4 Ex-servicemen -1 (out of the 41 posts i.e. U R, OBC, ST &amp; EWS, two are reserved for PwD under each category of : (a) deaf &amp; hard of hearing  (d) autism intellectual disability, specific learning disability</p>	<p>Essential</p> <p>(1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical</p>

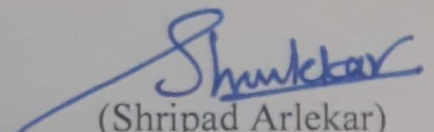
				and mental illness (e)multiple disabilities from amongst persons under clause(a) to (d) including deaf-blindness)	Education or equivalent qualification from a recognized institution. (2)Minimum three months certificate course in Computers. (3)Minimum typing speed of 30 words per minute in English. (4)Knowledge of Konkani Desirable: Knowledge of Marathi
4.	Multi Tasking Staff	Level-1 of CCS (Revised Pay) Rules, 2016	31	UR - 18 OBC - 9 ST - 2 EWS - 2  (out of the 31 posts, one is reserved for PwD (Blindness & low vision)	Essential 1. Passed Secondary School Certificate Examination from a recognized Board/institution.  <b>O R</b>  Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. <i>Note:</i> Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may

					<p>be considered in case posts relates to technical work.</p> <p>2. Knowledge of Konkani.</p> <p>Desirable:</p> <p>(i) Knowledge of Marathi.</p> <p>(ii) Multi-tasking skills such as knowledge of operating office machines including computers.</p>
--	--	--	--	--	---

- 1) The candidates shall fill Application Form through online mode only available at <https://cbes.goa.gov.in>. The candidate shall apply for the post within the time limit prescribed.
- 2) The General instructions for filling of the application Form is available in the Government website [www.goa.gov.in](http://www.goa.gov.in). All candidates are required to read instructions provided on website carefully for filling of online application.
- 3) The selection of the candidates will be based on merit of written examination and other such procedure will be followed, in terms of the Office Memorandum O.M. No. 1/6/83-PER(Vol-II)Pt.(a)/143 dated 14/01/2019 issued by the Government of Goa, Department of Personnel, Secretariat, Porvorim-Goa.
- 4) **An Application fee of Rs. 200/- will be charged per candidate per post.** Relaxation of application fee shall be provided to candidates belonging to reserved category viz. SC/ST/Persons with disabilities/ Ex-Servicemen. Interested candidates should ensure that they are fulfilling the educational criteria prescribed for the posts with valid certificate of qualification, computer literacy certificate, 15 years Residence certificate. Valid Employment Card, Birth certificate, Caste /Disabilities certificate as per the instructions or Order issued by the Government from time to time.
- 5) Age not exceeding 45 years (Relaxable by 5years for candidates in regular Government service and for candidates belonging to reserved category i.e. 5 years for SC/ST, 3 years for OBC and 10 years for Persons with Disabilities

(PwD from SC/ST category are entitled for 15 years of age relaxation and PwD from OBC category are entitled for 13 years of age relaxation) and Ex-servicemen shall be entitled for age relaxation as per Rules in force.

- 6) The Cut-Off date for determining the eligibility criteria towards educational Qualifications, Age Limit, and Experience etc. will be as on the last date of application.

  
(Shripad Arlekar)  
Under Secretary (GA)