



Government of Goa
Goa Commission for SC/ST

Shram Shakti Bhavan, Gr. Floor, Patto, Panaji Goa Tel. No. 2438115 Fax No. 2438116
Email: ceo-gcscst.goa@nic.in

No. GCSCST/1-61-2021-22/401

Dated: 07/10/2021

ADVERTISEMENT

Applications are invited by the Secretary/Chief Executive Officer, the Goa Commission for Scheduled Castes and Scheduled Tribes, Shram Shakti Bhavan, Ground Floor, Patto-Panaji Goa, for filling up of the following vacancy in the office of the Goa Commission for Scheduled Castes and Scheduled Tribes, Panaji Goa. Interested and eligible candidates may submit their applications giving details in the prescribed format so as to reach this office on or before 22/10/2021. Candidates shall download the application format from the Government portal www.goa.gov.in

Sr. No.	Name of the Post	Total No. of posts	Pay Matrix level	Educational Qualifications
1.	Administrative Officer	01 (UR)	Rs. 9300-34800 + 4200 GP (Level 6)	Essential: (1) Bachelor degree from recognised University or Equivalent. (2) Certificate in computer of 6 months duration course of a recognized institution. (3) Two years experience in the field of Administration. (4) Knowledge of Konkani. Desirable: (1) Knowledge of Marathi.

Terms and Conditions:

1. Age should not be more than 45 years as on last date of filing i.e. 22/10/2021 relaxable for Government Servants in accordance with the instructions or orders issued by the Government from time to time.
2. Only the eligible candidates fulfilling the criteria as per Recruitment Rules shall apply and candidate 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.

3. Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
4. The candidates already working in the Government, local Self Government, Semi-Government, Autonomous Bodies or Establishment or other Department or institution being an instrument of the Government should send their applications through proper channel only and shall produce NOC issued by the competent authority from the concerned Department on or before the last date of submission of the application. All such applications received directly without following proper channel shall be rejected.
5. The crucial date for determining the eligibility as to age, educational qualification, valid Residence Certificate, caste belonging etc. shall be 22/10/2021 (closing date) for appointment to the above post.
6. Applications received after the prescribed date will be rejected.
7. The Commission/Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
8. No travelling allowance or any other allowance will be paid to the candidates for attending written test/proficiency/skill test/joining the post.



(Triveni Velip)

Secretary/CEO

Goa Commission for SC/ST

APPLICATION FORM

To,

The Secretary/CEO

The Goa Commission for SC/ST,
Shram Shakti Bhavan, Gr. Floor,
Patto-Panaji, Goa

Sub: Application for the post of Administrative Officer

1. Full Name (in block letters) : _____
(Surname) (First Name) (Middle Name)
2. Gender (Male/Female) : _____
3. Marital Status : _____
4. Father's/Husband's name : _____
5. Address for correspondence : _____
alongwith Pincode _____
6. Contact Number : _____
7. Date of Birth : _____
8. Age as on date of advertisement : _____
(D/M/Y)
9. No. of date of valid 15 years : _____
Residence Certificate of Goa
Date of issue (D/M/Y) : _____
10. Employment Registration Number : _____
11. Experience : _____
12. Nationality : _____
13. Languages Known : _____
14. Whether possesses required Essential qualifications (Yes/No) : _____

DECLARATION

I _____ s/d/w of _____

hereby state 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. 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.**

(Note: strictly no Certificates to be attached/enclosed)

(Signature of applicant)

Place:

Dated: