



Sk II India  
श्रम शक्ति भवन

GOVERNMENT OF GOA  
**DIRECTORATE OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP**

Shram Shakti Bhavan, 3<sup>rd</sup> Floor, Patto Plaza, Panaji, Goa-403001.

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No. 16/8/DSDE/EST/ Filling up the Posts /2021/2075

Dated:- 05/11/ 2021

**ADVERTISEMENT**

Applications are invited from prospective candidates for filling up the posts under the Directorate of Skill Development and Entrepreneurship, Shrama Shakti Bhavan, 3<sup>rd</sup> Floor, Patto Plaza, Panaji- Goa as under:

Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
I.	Vocational Instructor (V.I.)(Theory, Workshop Calculation & Science and Engineering Drawing) in the <b>trade of Mechanic Motor Vehicle</b>	01	UR	<b>Essential:</b> (i) Bachelor of Vocation/Degree in appropriate branch of Engineering from All India Council for Technical Education/University Grants Commission recognized Engineering College/University or equivalent.  (ii) One year experience in the relevant field  <b>OR</b> (i) Three years Diploma in appropriate branch of Engineering from All India Council for Technical Education /recognized Board of Technical Education or relevant Advance Diploma (Vocational) from Directorate General of Training(DGT).  (ii) Two years experience in the Relevant field.  (iii)Relevant National Craft Instructor Certificate(NCIC) in any of the variants under Directorate General of Training (DGT)  (iv)Knowledge of Konkani  <b>Desirable:</b> Knowledge of Marathi  <b>Age limit:</b> Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or order issued by the Government from time to time)
	Vocational Instructor (V.I.)(Theory, Workshop Calculation & Science and Engineering Drawing) in the <b>trade of Food Production (General)</b>	01	UR	
	Vocational Instructor (V.I.)(Theory, Workshop Calculation & Science and Engineering Drawing) in the <b>trade of Fitter</b>	02	UR	
	Vocational Instructor (V.I.) (Theory, Workshop Calculation & Science and Engineering Drawing) <b>Maths/ Drawing Instructor</b>	03 01 01	UR OBC ST	
	<b>Total</b>	<b>09</b>		
	<b>Pay Matrix Level-6 Rs. 35400-112400</b>			

Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
II.	Vocational Instructor (V.I.)(Practical) in the trade of <b>Food &amp; Beverage Service Assistant</b>	01	UR	<b>Essential:</b> (A) <i>Academic:</i> Passed 10th standard under 10+2 system of education. (B) <i>Technical:</i> Should possess National Trade Certificate/National Apprenticeship Certificate in the trade. (C) <i>Experience:</i> Practical experience of not less than 5 years in industry. (D) Should complete any one of the following courses at his/her own cost within 5 years of regular appointment failing which further increment will be withheld:- (i) one year Central Training Institute course in the relevant trade or field Or (ii) Passed Principles of Teaching Module in trades not having facilities for instructors training in Central Training Institute/Advanced Training Institute. (E) Knowledge of Konkani <b>Desirable:</b> Knowledge of Marathi <b>Age limit:</b> Not exceeding 40 years (Relaxable for Government servants upto five years in accordance with the instructions or order issued by the Government)
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Welder</b>	01	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Fitter</b>	01	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Plumber</b>	01	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Machinist</b>	01	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Sewing Technology</b>	01	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Electrician</b>	02	UR	
	Vocational Instructor (V.I.)(Practical) in the trade of <b>Refrigeration and Air Conditioner Technician</b>	01	UR	
	<b>Total</b>	<b>09</b>		
	<b>Pay Matrix Level-6 Rs. 35400-112400</b>			

Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
III.	Junior Stenographer  Pay Matrix Level-4 Rs. 25500-81100	Person with Disabilities	01	<b>Essential:</b> (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 Education.  (2)Speed of 100 words per minute in Short Hand and 35 words per minute in typing.  (3)Minimum three months certificate course in Computers.  (4)Knowledge of Konkani.  <b>Desirable:</b> Knowledge of Marathi.  <b>Age limit:</b> Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or order issued by the Government from time to time)
		<b>Total</b>	<b>01</b>	
Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
IV.	Lower Division Clerk  Pay Matrix Level-2 Rs. 19900-63200	Un-reserved	04	<b>Essential:</b> (i) 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.  (ii) Knowledge of Computer applications/operations with typing speed of 30 words per minute in English  (iii) Knowledge of Konkani.  <b>Desirable:</b> Knowledge of Marathi  <b>Age limit:</b> Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or order issued by the Government from time to time)
		Scheduled Caste	01	
		Other Backward Class	01	
		Person with Disabilities	01	
		<b>Total</b>	<b>07</b>	



Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
V.	Data Entry Operator  Pay Matrix Level-2 Rs. 19900-63200	Un-reserved	03	<u><b>Essential:</b></u> (i) Higher Secondary School Certificate or equivalent qualification from a recognized Institution. (ii) Certificate having completed course in Computer for a minimum period of 3 months from a recognized Institution. (iii) Knowledge of Konkani. <u><b>Desirable:</b></u> Knowledge of Marathi <u><b>Age limit:</b></u> Not exceeding 40 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government.)
		Economically weaker Section	01	
		Person with Disabilities	01	
		Ex-Serviceman	01	
		<b>Total</b>	<b>06</b>	
Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
VI	Maintenance Mechanic  Pay Matrix Level-2 Rs. 19900-63200	Person with Disabilities	01	<u><b>Essential:-</b></u> 1. National Trade Certificate in the trade of Machinist or Turner or Fitter. 2. Knowledge of Konkani <u><b>Desirable:-</b></u> Knowledge of Marathi <u><b>Age limit:</b></u> 30 years and below (Relaxable for Government servants)
		Ex-Serviceman	01	
		<b>Total</b>	<b>02</b>	
Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
VII	Cleaner  Pay Matrix Level-1 Rs. 18000-56900	Ex-Serviceman	01	<u><b>Essential:</b></u> Minimum 3 years experience in a reputed automobile workshop preferably with VIII std. <u><b>Desirable:</b></u> Knowledge of Konkani and/or Marathi <u><b>Age limit:</b></u> 30 years and below (Relaxable for Government servants)
		<b>Total</b>	<b>01</b>	

Sr. No.	Designation	No. of Posts & reservation		Essential /Desirable qualifications
VIII	Multi Tasking Staff  Pay Matrix Level-1 Rs. 18000-56900	Scheduled Tribe	01	<b>Essential:</b> (1) Passed Secondary School Certificate Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a 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.  (2) Knowledge of Konkani.  <b>Desirable:-</b> (i) Knowledge of Marathi (ii) Multi-tasking skills such as knowledge of operating office machines including computers.  <b>Age limit:</b> Not exceeding 40 years (Relaxable for Government servants upto five years in accordance with the instructions or order issued by the Government from time to time)
		Other Backward Class	01	
		Ex-Serviceman	01	
		<b>Total</b>	<b>03</b>	

1. Prescribed application form can be downloaded from the Goa Government website [www.goa.gov.in](http://www.goa.gov.in). Interested candidates fulfilling the essential and desirable qualifications prescribed for the above posts with the valid certificates of qualification, computer literacy certificate, experience certificate, 15 years Residential Certificate, Valid Employment Card, Birth Certificate, Caste Certificate, Differently-abled Certificate and other relevant certificate issued by Competent Authorities may submit his/her application in prescribed proforma and submit the application to the **Director, Directorate of Skill Development and Entrepreneurship, 3<sup>rd</sup> Floor, Shram Shakti Bhavan, Patto Plaza, Panaji-Goa** on or before 22/11/2021 by 3.00pm. Applications will be accepted in the Department from 08/11/2021 to 22/11/2021 between 10.00am to 3.00pm on working days (i.e. from Monday to Friday) (Lunch break 1.15 pm. To 2.00pm.). No TA/DA will be paid either for appearing for the written test, interview or joining the post.



2. Incomplete applications not in prescribed form and applications received after the stipulated date and time shall be summarily rejected. No intimation will be sent to the applicant in this regard.
3. Candidates already in Government service should send their application through proper channel.
4. Government reserves right to cancel the recruitment process at any time without any notice & without assigning any reason thereof.
5. The applicant shall clearly mention the post applied for, in the application.



Director

**Skill Development & Entrepreneurship**

Application form for the post in the Department of Directorate of Skill  
Development and Entrepreneurship, Panaji Goa.

(No Original Documents to be submitted with the application)

To,

The Director,  
Directorate of Skill Development and Entrepreneurship,  
Shrama Shakti Bhavan,  
3<sup>rd</sup> floor, Patto Plaza,  
Panaji- Goa.

Affix Passport  
size Photograph

Sub: application for the post of \_\_\_\_\_ ( Category: \_\_\_\_\_ ) .

1. Name : (In block letters): \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Age as on date (YY/MM): : \_\_\_\_\_
4. Gender (Male/ Female) : \_\_\_\_\_
5. Marital Status : \_\_\_\_\_
6. Address for correspondence (in block letter) : \_\_\_\_\_  
\_\_\_\_\_
7. Nationality : \_\_\_\_\_
8. Contact No : \_\_\_\_\_ Email Id: \_\_\_\_\_
9. Employment Exchange Reg. No. \_\_\_\_\_ valid upto \_\_\_\_\_
10. Residence Certificate No: \_\_\_\_\_ valid upto \_\_\_\_\_
11. Educational Qualifications:

Sr. No.	Degree / Diploma/certificate	Month & year of passing	Name of Board / University	% achieved
1	2	3	4	5

12. Work experience in the field:

Sr. No.	Place of work	Post held	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 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 requirement is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION.

Place: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Signature of the candidate)

Name:-