



GOA STATE BIODIVERSITY BOARD

C/o Department of Science, Technology & Environment
Opp. Saligao Seminary, Saligao, Bardez, Goa – 403511.

Website: www.gsbb.goa.gov.in E-mail: goanbiodiversity@gmail.com
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No. 04-02-2024/GSBB/Staff/

Dated: 14.08.2024

WALK-IN INTERVIEW

**For the filling of the Post on Contractual Basis in Goa State Biodiversity Board (GSBB)
for the initial period of one year.**

Sr. No.	Designation	No. of Posts	Age as on date	Educational Qualifications	Consolidated Remuneration (per month)
1.	Housekeeper	02	18-45 years	Essentials: i. VIth Standard Pass ii. Knowledge of Konkani. Desirable: i. Knowledge of Marathi.	₹ 16,000/-

In accordance to the approval received from Department of Environment & Climate Change, Govt. of Goa. The recruitment of above mentioned post at GSBB by walk-in-interview & candidate has to undergo the practical/live test for the filling Housekeeper (02 post) for initial period of **one year** and extension subject to approval, is scheduled **on 26.08.2024 at 09:30 am onwards** in the O/o Member Secretary, GSBB, Ground Floor of Goa State Pollution Control Board Building, Opp. Saligao Seminary, Saligao, Bardez- Goa (**Candidate should register for interview between 09.30 am to 11:30 am. Registration after 11:30 am will not be accepted**).

For Eligibility criteria, Terms & Conditions, Scope of Work and for more details may please visit to GSBB website www.gsbb.goa.gov.in & <https://www.goa.gov.in/>. For more assistance, please contact on 7758814606 / 7972058601. Age Limit – Not exceeding 45 years as on dated of walk-in interview.

Terms & Conditions:

Interested candidates may attend the walk-in-interview on **26.08.2024 at 09:30 am onwards** in the office of **O/o Member Secretary, GSBB, Ground Floor, Goa State Pollution Control Board, Opp. Saligao Seminary, Saligao, Bardez- Goa** along with original and photo copies of

documents justifying their educational qualifications, birth certificate, 15 years valid residence certificate, valid employment card & character certificate. The copies shall be inscribed with the statement “**This certificate is true copy of the original**” and self-attested below the statement. (All the photocopies of relevant documents with self-attested shall be attached with one latest passport size photograph).

Candidates appearing for the interview will not be paid any TA/DA. Selected candidates shall be required to join immediately. The decision of the interview panel shall be final and binding. After recruitment, if candidate wants to discontinue working, within the minimum notice period of 1 month, one-month salary will be forfeited.

In case the candidate discontinues to work within 3 months of appointment then the next candidate in the rank as per interview panel may be given opportunity. Beyond 3 months, fresh advertisement will be floated.

Scope of Work (Housekeeper)

- 1) Sweeping of entire areas of the building and collection of all waste material and its disposal as per instruction of the In-charge of the office.
- 2) Cleaning of the floor are equipment like wet floor dusters and detergents, disinfectables and other materials twice a day or as and when required.
- 3) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.
- 4) Cleaning of carpets on floors with vacuum cleaner. The window blind/ curtains, etc. are to be cleaned/ washed as per site requirements/ as orders by the in-charge of the office.
- 5) In case of shortage of water or non-availability of water, bringing water from the outside for cleaning as well as for drinking purposes and storing water.
- 6) Regular dusting/cleaning of office cabinets, almirahs, doors, windows etc. before opening of the office upto 09:00 am every day.
- 7) Provisions of soaps, liquid soaps, naphthalene balls/cakes, odonil cakes etc. as per the requirements will be provided by concerned departments.
- 8) Cleaning of water cooler tanks and replacing of drinking water bottle as & when required.
- 9) Dusting and cleaning of fans, electrical fittings, windows, panes with glass cleaning chemicals/agents and cleaning of partitions, paneling etc.
- 10) Ensuring laundering of curtains & chair cover as & when required.
- 11) Serving of teas and other readymade beverages to the staff and other visitors of GSBB & serving of refreshment during meetings of GSBB. This will also entail cleaning & storage of all cutlery properly.

12) And all other tasks assigned by the Member Secretary and other staffs.

General Behaviour of the Housekeeper:

- 1) He/She shall not disturb the employees of the office or make any sort of noise in the premises.
- 2) He/She shall be polite, courteous, well behaved and honest.
- 3) He/She shall not enter into any unlawful activity within this office premises and shall have good moral character.
- 4) Number of days during the month for which service is required: All days except Sunday and Gazette holidays notified by the Government of India/Goa/this office. Compensatory Off shall be consider for working on Notified Holidays / Sundays.
- 5) He/She should not consume Alcohol, Tabboca, Gutka or other narcotics items.
- 6) And all moral formalities are required to be followed.

-Sd/-

Dr. Pradip Sarmokadam
Member Secretary
Goa State Biodiversity Board