

**GOA STATE SCHEDULED CASTES AND OTHER BACKWARD
CLASSES FINANCE AND DEVELOPMENT CORPORATION LTD.**

(A Govt. of Goa Undertaking)

4TH Floor, Patto Centre,
Near K.T.C. Bus Stand,
Panaji – Goa.

Phone: 7822094278

Email- goaobc@gmail.com

No: GSCBCFDC/ESTT/19/25-26/Vol. II/

DATED: 20/01/2026

ADVERTISEMENT

Applications are invited on plain paper with recent colour passport size photograph duly pasted on the right side of the application giving therein details such as name in full, complete present and permanent residential address, Mobile No, date of birth, educational qualification, additional qualification, if any, 15 years of residence certificate in the state of Goa duly issued by the competent authority, employment registration number and experience, if any, along with the prescribed application fees by the Goa State Scheduled Castes and Other Backward Classes Finance and Development Corporation Limited, Government of Goa Undertaking, Panaji latest by 06/02/2026 for filling up the posts as detailed here below:

Sr. No	Name of the Post & pay level	Total No. of Post	Essential Educational Qualification & Experience
1	2	3	4
1	Lower Division Clerk (Pay Matrix Level 02 as per 7 th Pay Commission)	01-Unreserved 01-OBC (Out of these, 01 shall be reserved for Person with Disabilities, i.e. Locomotor disability including Cerebral palsy, leprosy cured, dwarfism acid attack victims and muscular dystrophy	<u>Educational and other qualifications:</u> <u>Essential:</u> (i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualification from recognized Institution (ii) Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English (iii) Knowledge of Konkani (iv) Atleast one year working experience- (a) As an apprentice under the Apprentices Act; or (b) In a Government Department/ Organization/Office/Institute; or (c) In a Semi-Government Organization/ Office/Institute; or (d) In a Factory/Company; or (e) In any other private Establishment where not

			<p>less than 05 persons are employed.</p> <p>Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-</p> <p>(i) Certificate of experience issued by employer.</p> <p>(ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.</p> <p>(iii) certified copy of the Statement in form I submitted by employer to the Labour Inspector.</p> <p>Desirable:</p> <p>(i) Knowledge of Marathi</p> <p>Age Limit: Not less than 18 years but not exceeding 45 years</p>
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- (1) As per Recruitment Rules for the post of Lower Division Clerk there is a requirement of Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English. The candidates shall be required to undergo typing test/skill test as per the criteria specified in the Recruitment Rules of the said post. The candidates qualifying the typing test/skill test shall be subject to the merit determined by the Computer Based Test (CBT-III) examination.
- (2) The candidate should ensure that they possess the requisite educational qualification, valid 15 years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa, valid Employment registration Card, Birth certificate, Caste/ Disabilities certificate as per the instructions or Order issued by the Government from time to time.
- (3) Age relaxation is allowed to the candidates belonging to the reserved categories 3 years for OBC and 10 years for Persons with Disabilities (PwD). PwD from OBC category are entitled for 13 years of age relaxation and Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time.

- (4) The cut-off date for determining the eligibility criteria towards educational qualifications, age limit, experience and any other documents shall be as on the last date of application.
- (5) The date of examination and syllabus will be intimated in due course through the publication in the local daily.
- (6) The application fee will be charged per candidate as below:
UR Category – Rs.400/-
OBC/PwD category – Rs.200/-
- (7) The mode of payment of application fee shall be by cash only in the Office of the Goa State Scheduled Castes and Other Backward Classes Finance and Development Corporation Limited, Panaji during working hours only.
- (8) The Corporation has observed that some candidates apply for a particular post separately under Unreserved/General Category as well as under Reserved Category. The candidate shall not appear more than once for the examination of the post held in multiple batches and on multiple days; even if he has submitted multiple applications under different category or under same category. In case it is found that a candidate appear for CBT examination more than once, the marks obtained in the first attempt in such examination shall be considered.
- (9) The ineligible candidates who do not possess required qualification as per Recruitment Rules of the respective post should not apply for the post advertised by the Corporation. If any candidate is found then serious view will be taken by the Corporation against such candidate.
- (10) The Corporation/Government reserves the rights to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
- (11) Only the eligible candidates fulfilling the criteria as per Recruitment Rules/ Advertisement shall apply & the candidates need not furnish any documents at the time of applying for the posts.
- (12) Late and incomplete application will be summarily rejected.

Sd/-
Managing Director

APPLICATION FORMAT

To,
The Managing Director,
Goa State Scheduled Castes and
Other Backward Classes Finance
and Development Corporation Ltd.,
Government of Goa Undertaking,
4th Floor, Patto Centre,
Near KTC Bus Stand,
Panaji Goa 403001

Passport size self attested photograph
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- 01) Post applied for: Lower Division Clerk
- 02) Full Name:
- 03) Category (Please tick):- Unreserved _____, OBC _____
- 04) Father's/ Husband's Name:
- 05) Full Residential Address:
- 06) Mobile No:
- 07) Email-id :
- 08) Date of Birth and age as on date of Advertisement:
- 09) Nationality:
- 10) Whether possesses required essential qualification(Yes/No):
 - a) Educational Qualification:
 - b) Additional Qualification:
- 11) Whether belongs to PwD, if yes:
 - a) Type of Disability:
 - b) % of Disability :
- 12) Whether belongs to OBC (Non Creamy), if yes:
 - a) Caste Certificate Number with validity
- 13) Employment Registration Number and Validity:
- 14) No. & Date of Valid Residential Certificate of Goa:
- 15) Languages Known:
- 16) Experience, if any:

(Signature of the applicant with date)

DECLARATION

I, _____ son/daughter/wife
of _____ hereby state that the contents of the application
are true to my own knowledge and I declare that I, possess the requisite essential
qualifications and to here mandatory requirements 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.

Signature _____

Name _____