



ADVERTISEMENT

Application is invited by the Department of Printing and Stationery, Mahatma Gandhi Road, Panaji-Goa, for recruitment of the following Group 'C' posts. The applicant should possess i) Valid 15 years residence in Goa and ii) Valid Employment Exchange registration number / card compulsorily. The application in the prescribed form appended hereto should reach the Office of the Department of Printing and Stationery, Mahatma Gandhi Road, Panaji-Goa, on or before 08/09/2021 during office hours between 10:00 am to 5:00 pm.

Age 18 years and above and not exceeding 45 years (relaxable for Govt. Servant and reserved categories in accordance with the instructions or orders issued by the Government.)

DETAILS OF POSTS AND ELIGIBILITY

Sr. No.	Name of the Post & Pay Level	Total No. of Posts	Essential Educational Qualification
1	Stenographer Pay Level-4	01 OBC	i) 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. ii) Speed of 100 words per minute in Shorthand and 35 words per minute in Typing. iii) Minimum three months certificate course in Computers iv) Knowledge of Konkani. Desirable Knowledge of Marathi.
2	Lower Division Clerk Pay Level-2	04 02 UR 01 ST 01 OBC	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. Desirable Knowledge of Marathi.
3	Multi Tasking Staff Pay Level-1	14 05 UR 02 ST 01 SC 03 OBC 02 EWS 01 Ex-Serviceman	i) 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 recognized institution. Note:- Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, may be considered in case posts relate to Technical work. ii) Knowledge of Konkani. Desirable I) Knowledge of Marathi. II) Multi-Tasking Skills such as knowledge of operating office machines including computers.

Note:- Only eligible candidate fulfilling the criteria as stated above shall apply in the given proforma. For details visit website: <https://goaprintingpress.gov.in> or <https://www.goa.gov.in>

Instructions:-

1. Separate application should be submitted for each post, in case the candidate applies for more than one post.
2. Only the eligible candidate fulfilling the criteria as per the Recruitment Rules/advertisement shall apply and the candidate need not furnish any document at the time of applying for the post. However, the candidature shortlisted 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. The crucial date for determining the age, qualification and experience shall be 08/09/2021 (closing date) for the above posts.
4. The candidate applying for reserved category post shall produce valid certificate issued by the competent authority as per the Government guidelines.
5. Candidate already in the Government Service shall produce the NOC issued by competent authority from the concerned Department.
6. The candidate shall refer to the detailed advertisement uploaded on the portal <https://goaprintingpress.gov.in>. or <https://www.goa.gov.in>.
7. Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.
8. Syllabus and pattern of examination for the post of Stenographer, Lower Division Clerk and Multi Tasking Staff will be as per standard examination procedure.
9. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
10. Late and incomplete applications will be summarily rejected.

Sd/-
Director
Printing and Stationery

APPLICATION FORMAT

To,
The Director,
Department of Printing and Stationery,
Mahatma Gandhi Road,
Panaji-Goa.

Passport size
self-attested
Photograph

Post applied for: _____

1. Full Name:
2. Father's/Husband's Name:
3. Full Residential Address:
4. Mobile No.
5. E-mail ID:
6. Date of Birth & age as on date of advertisement:
7. Nationality:
8. Educational Qualifications:
9. Any other Courses/Certificates:
10. Category (GEN/SC/ST/OBC/Ex-Serviceman/CFF/PH):
11. Whether Government Servant:
12. Employment Registration No. & Validity:
13. Languages Known:
14. Experience, if any:

I _____ S/D/W of _____ hereby state that the contents of the application are true to the best of my knowledge and I possess the requisite qualification and other mandatory documents for the post.

Signature of the applicant