

THE QUALIFICATIONS REQUIRED FOR THE POST AS PER THE NOTIFIED RECRUITMENT RULES ARE AS UNDER:-

A. AWAL KARKUN

Educational Qualifications :

Essential :-

1. Degree of recognized University or equivalent.
2. Diploma in Computer of minimum six months duration from a recognized institution.
3. Knowledge of Konkani .

Desirable:-

1. Degree in law from a recognized University.
2. Knowledge of Marathi.

B. JR. STENOGRAPHER

Educational Qualifications:

Essential :-

1. Higher Secondary School Certificate or equivalent qualification from a recognized institution.
2. Should be computer literate
3. Speed of 100 words per minute in Shorthand and 35 words per minute in typewriting.
4. Knowledge of Konkani .

Desirable:-

2. Knowledge of Marathi .

C. TALATHI

Educational Qualifications:

Essential :-

1. Degree of recognized University or equivalent
2. Diploma in Computers of minimum six months duration.
3. Knowledge of Konkani

Desirable:-

Knowledge of Marathi

D. LOWER DIVISION CLERK

Educational Qualifications:

Essential :-

1. Higher Secondary School Certificate or equivalent qualification from a recognized institution.
2. Should be computer literate.
3. Knowledge of Konkani.

Desirable :-

Knowledge of Marathi.

E. Multi-Tasking Staff (MTS)

Educational Qualifications:

Essential :-

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

Desirable

(i) Knowledge of Marathi

(ii) Multi-tasking skills as knowledge of operating office machines including computers.

F. AGE LIMIT:-

Not exceeding 45 years

Age is relaxable to :-

- (i) Government Servant by 05 years in accordance with the instructions or orders issued by the Government.
- (ii) OBC by 03 years
- (iii) ST/SC by 05 years
- (iv) PD by 10 years (15 years for SCs/STs and 13 years for OBCs)
- (v) Ex-Serviceman in accordance with the instructions or orders issued by the Government from time to time.

G. 15 years continuous residence in the State of Goa.

H. Valid Employment Card