



**OFFICE OF THE COLLECTOR OF SOUTH GOA,  
SOUTH GOA DISTRICT**

Matanhy Saldanha Administrative Complex  
Establishment Branch, Collectorate Building., Margao- Goa  
Phone No: 0832-2794322, 2794324, 2794327 Fax No: 0832-2794402/794325  
Email: estab-cols.goa@nic.in

**No.12/255/EST/Recruitment/2019**

**Dated 24.01.2019**

Sub:- Filling-up of vacant posts of Jr. Stenographer, Talathi, LDC and Multi Tasking Staff (MTS).

**ADVERTISEMENT**

Applications are invited by the Collector, South Goa District, Margao - Goa for filling up the various categories of vacant posts under the Collectorate, South Goa District. Interested and eligible candidates may submit their applications giving details in prescribed format addressed to "The Collector, South Goa District, Matanhy Saldanha Administrative Complex, Margao- Goa" so as to reach this office on or before 11.02.2019 by 5.00 pm.

The application forms for all the posts will be received at Room no. 40, Ground Floor, Matanhy Saldanha Administrative Complex, Margao - Goa, during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00 pm.

The application can also be sent by ordinary posts to this office so as to reach this office before the last date i.e.11.02.2019

1. The details of vacancies category-wise are as under:-

Sr. No.	Name of post	Level & Pay Scale	Categories							Total
			UR	OBC	SC	ST	Sports men	Ex-Servicemen	Person with Disability	
1	2	3	4	5	6	7	8	9	10	11
1	Jr. Stenographer	Level-4 5200- 20200+ 2400	08	03	--	03	--	--	01-OH	15
2	Talathi	Level-2 5200- 20200+ 1900	05	02	--	02	--	--	--	09
4	Lower Division Clerk	Level-2 5200- 20200+ 1900	50	18	02	13	--	02	02- VH 02-HH 03-OH	92
5	Multi Tasking staff (MTS)	Level-1 5200- 20200+ 1800	17	07	01	06	--	--	--	31
<b>Grand Total</b>										<b>147</b>

...2/-

..2..

1. The Candidates already working in the Government, local self Government, Semi-Government , autonomous bodies or establishment, or any other department establishment or institution being an instrumentality of the Government should send their applications through proper channel only on or before last date of submission of the application and such applications received directly will be rejected.
2. Only application will be accepted with declaration from Candidates stating that **“the contents of the application are true to his/her own knowledge and he/she possess the requisite qualification and other mandatory documents for the post. He/She understand that in the event of particulars or information given herein being found false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION”**.
3. A separate application should be submitted for each type of post.
4. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

...3/-



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

**A. 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 .

**B. 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

**C. 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.

**D. 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.

**E. 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.

**F.** 15 years continuous residence in the State of Goa.

**G.** Valid Employment Card



**POST-WISE SELECTION CRITERIA WILL BE FOLLOWED AS UNDER :-**

As per O.M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016, the criteria for selection for Group "C" posts shall be solely based on the skill test/ written examination and that no oral interview will be undertaken as per instructions contained in the O.M. No. 1/6//83-PER(Vol.II)Pt.(a)/143 dated 14.01.2019 and the decision of the Collector on any issue will be final.

**A. JR. STENOGRAPHER**

All the applicants will have to undergo skill test for shorthand and typing and only those candidates who qualify with minimum required speed as per RRs will have to undergo written test.

**SYLLABUS FOR CANDIDATES WHO WILL BE SHORTLISTED FOR WRITTEN TEST FOR THE POST OF JR. STENOGRAPHER - 50 marks**

1. Computer Knowledge -10 marks
2. General Knowledge - 10 marks
3. RTI Act (General (Knowledge) -10marks
4. Letter Writing - 5 marks
5. Legal awareness (General Knowledge)-05 marks
6. History and Politics of state of Goa -10 marks

**B. TALATHIS , LOWER DIVISION CLERKS AND MULTI-TASKING STAFF**

A written test of 100 marks will be conducted. Selection will be determined in accordance with the marks obtained by each candidates in the written test as per merit.

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR THE POST OF TALATHIS AND LOWER DIVISION CLERKS - 100 MARKS**

1. Computer Knowledge -20 marks
2. General Knowledge - 20 marks
3. History and Politics of state of Goa -20 marks
4. Legal awareness (General Knowledge)- 20 marks
5. Letter Writing - 20 marks

**SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE WRITTEN TEST FOR MULTI-TASKING STAFF (MTS) -100 MARKS**

1. Computer Knowledge -40 marks
2. General Knowledge - 40 marks
3. Office Procedure -20 marks

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Entry Serial No. \_\_\_\_\_  
Received Date : \_\_\_\_\_

Data Entered ( )

**COMMON APPLICATION FORM FOR THE POST OF \_\_\_\_\_ IN THE COLLECTORATE SOUTH**  
**(No Documents to be submitted with the application)**

To,  
The Collector,  
South Goa District  
Margao -Goa

**PHOTO  
Self  
attested**

Sub:- Application for post of \_\_\_\_\_  
Collectorate South Goa.

Sir,

With reference to advertisement in local news paper \_\_\_\_\_  
dated \_\_\_\_\_, I hereby apply for the post of \_\_\_\_\_ in  
Collectorate South.

2. My bio-data is as under:-

- a. Name : \_\_\_\_\_ **M/F**  
(in Capital letters)      **SURNAME**      **NAME**      **MIDDLENAME**
- b. Father's/Husband's Name      :- \_\_\_\_\_
- c. Address      :- Village /Town :- \_\_\_\_\_ Taluka:- \_\_\_\_\_  
Constituency: - \_\_\_\_\_  
District:- \_\_\_\_\_ State: \_\_\_\_\_  
PIN:- \_\_\_\_\_
- d. Whether possess qualification  
as per RRS      :- Yes/NO
- e. Category      :- \_\_\_\_\_
- f. Date of Birth      :- D\_\_\_\_/M\_\_\_\_/Year \_\_\_\_\_
- g. Whats app Contact no.      :- \_\_\_\_\_
- h. E-mail ID      : \_\_\_\_\_

**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 other 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.**

Yours faithfully,

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

- N.B.** (a) The applicant will be informed for written examination/skill test through  
E-mail, whats app sms or by sending call letter and the said message or  
call letter will be valid for all purposes.
- (b) The application forms for all the posts will be received at Room no. 40,  
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during office hours between 10.00 am to 12.00 noon and 2.30 pm to 5.00  
pm.
- (c) A separate application should be submitted for each type of post.