

**Sr. No.:**

**APPLICATION FORM**

Affix latest  
Passport  
size self  
attested  
Photograph

To,

The Commissioner,  
Labour & Employment,  
E.S.I. Scheme, Panchdeep Bhavan, 2<sup>nd</sup> floor,  
Patto Plaza, Panaji - Goa.

**Sub: Application for the post of .....**

Category of the post applied for ST  OBC  PwD  UR  EWS   
Ex-Servicemen

Tick (✓) whichever is applicable

1. Name in full (in block letters) :- .....  
Surname Name Middle Name
2. Gender (Male/Female) :- .....
3. Marital Status :- .....
4. Father's/Husband's Name :- .....
5. Address for correspondence :- .....  
(in block letters) Pin Code .....
6. Contact Number :- .....
7. Date of Birth (dd/mm/yyyy) :- .....
8. Age as on date of Advertisement (yy/mm):- .....
9. No. and date of valid 15 Residential Certificate of Goa:- .....
10. Employment Registration Number:- .....
11. Valid Caste Certificate No. and Date:- .....
12. Valid EWS Certificate No. and Date:- .....
13. Nationality :- .....
14. Languages known :- .....
15. Whether possesses required essential qualifications (Yes/No):- .....

**DECLARATION**

I,.....Son/daughter  
/ wife of ..... hereby state that the contents of the  
application are true to my knowledge and I possess the requisite qualification  
and other mandatory documents for the post applied for. 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.**

**(Note: strictly No Certificate to be attached/enclosed)**

Place:- .....

(Signature of the applicant)

Dated:-

## **GENERAL GUIDELINES**

1. Go to Official Website [www.labour.goa.gov.in](http://www.labour.goa.gov.in)
2. Find a detailed advertisement of all the posts/vacancies containing the terms and conditions alongwith the Proforma of Application, documents required and the instructions can be downloaded from the website.
3. The Application Form filled in with the necessary details and affixed with his/her recent self attested passport size photograph on the space provided and duly signed at the bottom of the application form shall be submitted in the Office of the Commissioner, Labour and Employment, E.S.I. Scheme, Panaji from 01/06/2021 to 21/06/2021. The applications in any form received after the due date will be summarily rejected.
4. **Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate 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.**
5. **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 possesses the requisite qualification and other mandatory documents for the post. He/she understands that in the event of particulars or information given herein being found to be false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION.**
6. The eligible candidates will have to clear written examination; syllabus for the same shall be made available on official website [www.labour.goa.gov.in](http://www.labour.goa.gov.in) Depending upon number of applications received, this office may decide to conduct, screening test and only those who clear screening test shall be called for written examination.
7. The total marks of written examination shall be 100 and duration of examination shall be two hours.
8. Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit. The entire result shall be published on the portal [www.goa.gov.in](http://www.goa.gov.in) and [www.labour.goa.gov.in](http://www.labour.goa.gov.in)
9. If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
10. Candidates applying for the post must possess 15 years continuous residence certificate in the State of Goa issued by the Mamlatdar, except for the following categories:-

- The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
  - A person whose marriage is registered in Goa, with the person having fifteen years residence in Goa and both are residing in the State of Goa continuously for a period of 5 years.
  - Ex-servicemen/women and their spouse and children, who are residing in Goa for last two years after discharge /release/ retirement from the Armed Forces.
11. However, preference in employment shall be given to Ex-servicemen of Goan Origin and those who are having 15 years continuous residence period in the State.
  12. 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 instrument of the Government should send their applications through proper channel only on or before the last date of submission of the Application. All such applications received directly without following proper channel shall be rejected.
  13. The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid employment card, caste belongs etc. shall be 21/06/2021 (closing date) for appointment to the above posts.
  14. Interested candidates shall ensure that they are fulfilling the educational qualifications/criteria prescribed for the above posts with the valid certificates of qualification, computer literacy certificate as applicable, experience certificate, 15 years Residential Certificate, Valid Employment Card, Birth Certificate, Caste/Differently-abled/EWS Certificates issued by Competent Authorities.
  15. No TA/DA will be paid either for appearing for written test or joining the post.
  16. Age limit should not exceed 45 years for all the posts as on closing date of advertisement. Age is relaxable for Government servants/ST/OBC/Person with Disability/Children of Freedom Fighter as per the instruction or other orders issued by the Government from time to time.
  17. A separate application should be submitted for each type of post.
  18. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

Commissioner  
Labour and Employment

