



Government of Goa
OFFICE OF THE COMMISSIONER, LABOUR AND EMPLOYMENT
E.S.I. Scheme

Shram Shakti Bhavan, 2nd Floor, Patto Plaza, Panaji, Goa - 403 001.
 Ph: (0832) 2437081/2437082 Fax: (0832) 2437085

No.CLE/ESI/ADM/(34)/Vol-IV/2021/

Dated:- 26/05/2021

Applications are invited by the Commissioner, Labour & Employment, E.S.I. Scheme, Panchdeep Bhavan 2nd floor, Patto Panaji, for filling up the following vacancies in the Office of the Administrative Medical Officer, E.S.I. Scheme, Panaji – Goa. Interested and eligible candidates may submit their applications giving details in the format prescribed below **so as to reach the Office of the Administrative Medical Officer, E.S.I. Scheme, Panchdeep Bhavan, 2nd floor, Patto Plaza, Panaji, on or before 21/06/2021. Candidate shall download the application format from the Departmental website www.labour.goa.gov.in**

Sr. No.	Designation of the Posts	Category & category of reservation		Pay Matrix Level	Educational Qualification
1	2	3		4	5
1.	Pharmacist	ST	02	L-5 Rs.29,200/-	Essential 1.Diploma in Pharmacy from a Board of Technical Education. 2.Should be registered with State Council of Pharmacy. 3. Knowledge of Konkani. Desirable 1. Three years experience as a Registered Pharmacist 2. Knowledge of Marathi.
		OBC	06		
		UR	10		
		EWS	01		
		Total	19		
2.	Staff Nurse	ST	04	L-6 Rs.35,400/-	Essential I. (a) Certificate in Nursing from recognized Institution. (b)Certificate in Midwifery/ Special training for Male Nurses of 6 months duration failing which B.Sc. Nursing. Registration Certificate as Registered Nurse or registered midwife from State Council. II. Knowledge of Konkani. Desirable Knowledge of Marathi.
		OBC	07		
		UR	15		
		EWS	03		
		Ex-S /men	01		
		Total	30		
3.	L.D.C.	OBC	03	L-2 Rs. 19,900/-	Essential 1. Possessing Higher Secondary School Certificate or All India Council from Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
		UR	04		
		Ortho (Loco motor disability)	01		
		Total	08		

					<p>2. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.</p> <p>3. Knowledge of Konkani.</p> <p>Desirable</p> <p>1. Knowledge of Marathi.</p>
4.	Jr. Stenographer	UR - 01	L-4 Rs. 25,500/-		<p>Essential</p> <p>1. 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.</p> <p>2. Speed of 100 words per minute in Shorthand and 35 words per minute in typing.</p> <p>3. Minimum three months certificate course in Computers.</p> <p>4. Knowledge of Konkani.</p> <p>Desirable</p> <p>1. Knowledge of Marathi.</p>
5.	M.T.S.	ST	01	L-1 Rs. 18,000/-	<p>Essential</p> <p>1. Passed Secondary School Certificate Examination from a recognized Board/ Institution.</p> <p>Or</p> <p>Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant Trade, from a recognized institution.</p> <p>Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <p>2. Knowledge of Konkani.</p> <p>Desirable</p> <p>1. Knowledge of Marathi.</p> <p>2. Multi Tasking skills such as knowledge of operating office machines including computers.</p>
		Ex-S/ men	01		
		OBC	02		
		EWS	01		
		UR	06		
		PwD	01		
		Total	12		

Instructions:

1. **Age:** Not exceeding 45 years (Relaxable for reserved vacancies & for Govt. servants in accordance with the instructions or orders issued by the Government from time to time).
2. Only the eligible candidates fulfilling the criteria as per the 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.
3. Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.

4. The details of syllabus will be intimated well in advance through official website.
5. For the post of Jr. Steno, stenography test (i.e. skill test) will be conducted and those who clear the skill test, would be called for written test. The skill test is separate from written test and no separate weightage shall be given to the skill test while drawing the final merit list of the candidate.
6. Separate Application Forms should be submitted for different posts.
7. Applications received after the prescribed date will be rejected.
8. Candidates applying for the posts must possess 15 years continuous residence certificate in the State of Goa issued by the Mamlatdar except for the following categories.
 - a) The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
 - b) 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.
 - c) 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.
9. 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.
10. The candidate applying for reserved category post, shall produce valid certificate issued by the Competent authority as per Government Guidelines.
11. Candidate already in Government service shall produce the NOC issued by the competent authority from the concerned Department.
12. The crucial date for determining the eligibility as to the age, Educational Qualification, valid Residence Certificate, Valid Employment Card, Caste belongs etc. shall be 21/06/2021 (closing date) for appointment to the above posts.
13. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
14. Candidates shall refer detailed General Guidelines uploaded on the website www.goa.gov.in and www.labour.goa.gov.in
15. No T.A./D.A. will be paid either for appearing for written test/Skill test and verification of certificates.

Commissioner
Labour and Employment

Sr. No.:

APPLICATION FORM

Affix latest
Passport
size self
attested
Photograph

To,

The Commissioner,
Labour & Employment,
E.S.I. Scheme, Panchdeep Bhavan, 2nd 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
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 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 and 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

