



Government of Goa  
**OFFICE OF THE COMMISSIONER, LABOUR AND EMPLOYMENT**  
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No.1/169/2014-ADM/

Dated:

**ADVERTISEMENT**

Applications are invited by the Commissioner, Labour and Employment, Shram Shakti Bhavan, 2<sup>nd</sup> Floor, Patto Plaza, Panaji - Goa, for filling up of the following vacancies in the Office of the Commissioner, Labour and Employment, Panaji - Goa. Interested and eligible candidates may submit their applications giving details in the prescribed format so as to reach this Office on or before 10/08/2021. Candidates shall download the application format from the departmental website [www.labour.goa.gov.in](http://www.labour.goa.gov.in) and Government portal [www.goa.gov.in](http://www.goa.gov.in)

Sr. No.	Name of the Post	Category		Pay Matrix level	Educational Qualifications
1	Assistant Registrar	UR	01	PB - 2 9300-34800+4200 (GP) (Level - 6)	<b>Essential</b> <ul style="list-style-type: none"> <li>Degree in Law from a recognized University or equivalent qualifications.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>About 2 years experience in dealing with Labour Laws or as an Advocate.</li> <li>Knowledge of local language</li> </ul>
		<b>Total</b>	<b>01</b>		
2	Junior Stenographer	UR	02	PB - 1 5200-20200+2400 (GP) (Level - 4)	<b>Essential</b> <ul style="list-style-type: none"> <li>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.</li> <li>Speed of 100 words per minutes in short hand and 35 words per minutes in typewriting.</li> <li>Minimum three months certificate course in computers.</li> <li>Knowledge of Konkani.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge of Marathi.</li> </ul>
		ST	01		
		Ex-Ser	01		
		<b>Total</b>	<b>04</b>		
3	Lower Division Clerk	UR	03	PB - 1 5200-20200+1900 (GP) (Level - 2)	<b>Essential</b> <ul style="list-style-type: none"> <li>Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or</li> </ul>
		OBC	02		
		ST	01		
		PwD (Loco Motor Disabilities (LD & Cerebral Palsy (CP)	01		
		<b>Total</b>	<b>07</b>		

				<p>equivalent qualification from a recognized Institution.</p> <ul style="list-style-type: none"> <li>• Knowledge of computer applications /operations with typing speed of 30 words per minute in English.</li> <li>• Knowledge of Konkani.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Marathi</li> </ul>										
<b>4</b>	Multi tasking-Staff	<table border="1"> <tr> <td>UR</td> <td>03</td> </tr> <tr> <td>OBC</td> <td>02</td> </tr> <tr> <td>ST</td> <td>01</td> </tr> <tr> <td>PwD (Loco Motor Disabilities (LD &amp; Cerebral Palsy (CP)</td> <td>01</td> </tr> <tr> <td><b>Total</b></td> <td><b>07</b></td> </tr> </table>	UR	03	OBC	02	ST	01	PwD (Loco Motor Disabilities (LD & Cerebral Palsy (CP)	01	<b>Total</b>	<b>07</b>	PB - 1 5200-20200+1800 (GP) (Level - 1)	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Passed Secondary School Certificate Examination from Recognized Board/ Institution.</li> </ul> <p style="text-align: center;">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 consider in case posts relates to technical works.</p> <ul style="list-style-type: none"> <li>• Knowledge of Konkani.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Marathi.</li> <li>• Multi tasking-skills such as knowledge of operating Office machines including computers.</li> </ul>
UR	03													
OBC	02													
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PwD (Loco Motor Disabilities (LD & Cerebral Palsy (CP)	01													
<b>Total</b>	<b>07</b>													

**Terms and Conditions :**

1. Age should not be more than 45 years as on last date of filing the application i.e. 10/08/2021, (Relexable to reserved candidate and for Government Servant 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 Recruitment Rules shall apply and candidate 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. Candidates applying for the posts must possess 15 years continues residence certificate in the State of Goa issued by the Mamlatdar except for the following Categories.
  - The State Government employees who are working outside State shall be exempted from producing 15 years residence certificate for their child.
  - A person whose marriage is registered in Goa, with 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 the last two years after discharge/release/retirement from the Armed Forces.

5. 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.
6. The candidate applying for reserved category post, shall produce valid certificate issued by the competent authority as per Government guidelines.
7. The candidates already working in the Government, local Self Government, Semi- Government, Autonomous Bodies or Establishment or other Department or Institution being an instrument of the Government should send their applications through proper channel only and shall produce NOC issued by the competent authority from the concerned Department on or before the last date of submission of the application. All such applications received directly without following proper channel shall be rejected.
8. The crucial date for determining the eligibility as to age, educational qualification, valid Residence Certificate, caste belonging etc. shall be 10/08/2021 (closing date) for appointment to the above posts.
9. Separate application forms should be submitted for different posts.
10. Applications received after the prescribed date will be rejected.
11. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
12. For the post of Jr. Stenographer and Lower Division Clerk 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.
13. No travelling allowance or any other allowance will be paid to the candidates for attending written test / proficiency/skill test/joining the post.
14. Selection criteria, Syllabus, Scheme of examination are uploaded on the departmental website [www.labour.goa.gov.in](http://www.labour.goa.gov.in) and Government portal [www.goa.gov.in](http://www.goa.gov.in)

**Sd/-**  
**( Raju V. Gawas )**  
Commissioner,  
Labour and Employment