

**Government of Goa**  
**DIRECTORATE OF VIGILANCE**  
**Altinho, Panaji-Goa**

**APPOINTMENT**

Applications in the prescribed format are invited by the Directorate of Vigilance, Serra Building, Near All India Radio, Altinho, Panaji-Goa for filling up the following posts.

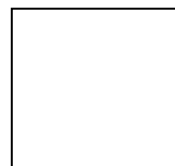
- |                            |   |
|----------------------------|---|
| 1. Designation of the post | <b>Junior Stenographer</b>  |
| No. of Posts               | <b>03 (Three)</b>   |
| Category                   | 01---OBC<br>01---ST<br>01---PD  |
| Scale of Pay               | PB -1- Rs. 5200-20200+ Rs. 2400/- GP  |
| Education                  | <b><u>Essential:-</u></b>   |
| Qualification              | <ol style="list-style-type: none"><li>1. Higher Secondary School Certificate or Equivalent Qualification from a recognized Institution.</li><li>2. Should be Computer Literate</li><li>3. Speed of 100 words per minute in shorthand and 35 words per minute in typewriting</li><li>4. Knowledge of Konkani</li></ol> |
|                            | <b><u>Desirable:-</u></b><br>Knowledge of Marathi   |
| 2. Designation of posts    | <b>Lower Division Clerk</b>   |
| No. of posts               | <b>12 (Twelve)</b>  |
| Category                   | 06---Gen<br>03---OBC<br>02---ST<br>01---Ex- servicemen  |
| Scale of Pay               | PB -1- Rs. 5200-20200+ Rs. 1900/- GP  |
| Education                  | <b><u>Essential:-</u></b>   |
| Qualification              | <ol style="list-style-type: none"><li>1. Higher Secondary School Certificate or Equivalent Qualification from a recognized Institution.</li><li>2. Should be Computer Literate</li><li>3. Knowledge of Konkani</li></ol>  |
|                            | <b><u>Desirable:-</u></b><br>Knowledge of Marathi   |

3. Designation of posts	<b>Driver (L.V.)</b>
No. of posts	<b>01 (One)</b>
Category	Gen
Scale of Pay	PB -1- Rs. 5200-20200+ Rs. 1900/- GP
Education	<b><u>Essential:-</u></b>
Qualification	<ol style="list-style-type: none"> <li>1. Middle School or Equivalent Qualification</li> <li>2. Driving licence for light vehicle</li> <li>3. Unblemished experience of at least two years in the line</li> <li>4. Knowledge of Konkani</li> </ol>
	<b><u>Desirable:-</u></b>
	Knowledge of Marathi

- A. Age limit :- Not exceeding 45 years for General Category:-
- a) Relaxable for Government servants upto 05 years and relaxation for OBC/ST/PH/Ex-servicemen in accordance with the instructions or orders issued by the Government from time to time.
- B. There will be Written Test, Computer Literacy, Stenography Test and driving test for respective posts. The date of the above test will be communicated separately. No oral interview will be held.
- C. The applicant should affix passport size photograph on the Applications and mention contact number.
- D. The applications received after prescribed date/incomplete applications shall be summarily rejected.
- E. Applications in the prescribed format will be accepted in this Directorate of Vigilance, Serra Building, Near All India Radio, Altinho, Panaji-Goa on or before 28/11/2016 from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm.
- F. Details will be uploaded on the Departmental website [www.goavigilance.nic.in](http://www.goavigilance.nic.in)
- G. No documents shall be enclosed alongwith the applications. Original documents alongwith attested copies in respect of the following shall be verified at the time of selection:-
- a. 15 years residential certificate in Goa, issued by the Competent Authority.
  - b. Educational Qualifications alongwith marksheet (Computer course certificate of 6 months and above, short hand certificate and Driving Licence for respective posts).
  - c. Birth Certificate
  - d. Valid Employment Registration No. and card
  - e. Caste Certificate, Disability Certificate (if applicable)
  - f. Certificate of extracurricular activities etc. (State Level/National Level)

## FORMAT

To  
The Director,  
Directorate of Vigilance,  
Serra Building, Near All India Radio,  
Altinho, Panaji-Goa.



Sub: Application for the post of \_\_\_\_\_

Sir,

With reference to advertisement in local news paper \_\_\_\_\_  
dated \_\_\_\_\_, I hereby apply for the post of **Lower Division Clerk, Junior  
Stenographer, Driver (L.V.)** in Directorate of Vigilance.

### My bio –data is as under:

1. Full Name: \_\_\_\_\_  
(in Capital Letters) Surname First name Middle name
2. Father/Husband Name:
3. Address along with pincode:
4. Sex:
5. Date of Birth:
6. Educational Qualification:

Sr. No	Examination passed from SSCE up to Graduation	Name of Board/ University	Month and year of passing (MM-YYYY)	Grade/ Class/ Division	Marks obtained	Out of total Marks	% of Marks (Max. marks of exam)

7. Computer Literacy Certificate: Yes/No
8. 15 years residence Certificate: No. and Date
9. Employment card No. and valid date:
10. Experience in any job of private/Government service: Yes/No(No. of years if Yes)
11. Category, whether belongs to GEN/OBC/ST/PD/Ex-servicemen:
12. Contact No. :

### DECLARATION

(I will submit the required documents in original alongwith attested copies of the same at the time of selection. I understand that in the event of any information furnished or certificates found to be false or incorrect, or not as per the prescribed educational qualification, my candidature for the post applied for is liable to be cancelled/rejected even after selection and shall be held liable for the consequences thereon.)

Applicant signature with date