

MARGAO MUNICIPAL COUNCIL**MARGAO GOA****Advertisement**

No. MMC/ADMN/2023-24/610

Dated:- 10/08/2023.

Applications from eligible candidates are invited, in the proforma appended hereto, by the Margao Municipal Council for filling up the following post

Sr No	Name of the Post	Total number of post	Number of vacancies category wise		Scale of pay	Educational and other qualifications
1	Lower Division Clerk	08	Unreserved	04	Pay Matrix Level-2	Essential: 1) Higher Secondary School Certificate or equivalent qualification from a recognized institute. 2) Certificate in Computer Education of atleast three months duration 3) Knowledge of Konkani Desirable: Knowledge of Marathi
			EWS	01		
			Other Backward Class (OBC)	02		
			Scheduled Tribe (ST)	01		
2	Assistant Mason	01	Unreserved	01	Pay Matrix Level- 1	Essential: 1) Std IV passed Professional experience in handling work of civil nature of 2 years. 2) Knowledge of Konkani. Desirable: Knowledge of Marathi
3	Workers	34	Unreserved	17	Pay Matrix Level- 1	Essential: 1) Knowledge of Konkani. Desirable: 1) Std IV passed.
			EWS	03		
			Other Backward Class(OBC)	09		
			Scheduled Tribe (ST)	04		
			Scheduled Caste (SC)	01		

Instructions:

1) Age: Not exceeding 45 years (relaxable for Government servants upto 5 years in accordance with the order or instructions issued by the Government from time to time) and those in reserved Category as per the instructions or other orders issued by the Government from time to time.

2) Other Requirements:

Candidate shall possess the following as on last date for submission of application.

(a) Valid residence certificate for last fifteen years issued by competent authority except for the following categories:

- The State Government employees who are working outside the State shall be exempted from producing fifteen years residence certificate for their children.
- A person whose marriage is registered in Goa with the persons having fifteen years residence in Goa and both are residing in the State of Goa continuously for a period of five years.

iii) Ex-service men/women and their spouse and children who are residing in Goa for last two years after discharge I release/retirement from the armed forces.

(b) Valid employment exchange registration card.

(c) For reserved category the candidates should have valid certificate issued by the competent authority.

3) Only eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply. 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 has passed the examination.

During the selection process, verification of original certificates/documents will be done. The candidates will have to produce requisite original and valid certificate/documents such as Birth certificates, passing certificates of educational qualifications, mark sheet, Valid Residence Certificate, Valid Caste/Category Certificate, Valid Employment exchange card, Certificate indicating other qualifications possessed by the applicant including those pertaining to Computer Education etc. Original certificates/documents will be permitted to be produced at the next stage of recruitment process. The candidates who fail to produce the requisite original and valid certificates/documents when called upon shall be eliminated from the recruitment process.

4) Written examination will be conducted of 100 marks and nature of examination shall be subjective or objective or combination of both.

5) The final selection shall be based upon the merit list prepared out of the results of the passing in the written examination.

6) Skill test/Aptitude test for the posts wherever applicable will be conducted and only the candidates who qualify in the skill test shall be called for written examination.

7) Skill test/Aptitude test being qualifying in nature shall not be considered for drawing merit list.

8) No TA/DA will be paid for appearing written examination and skilled test/Aptitude test.

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 candidates possessing higher educational qualifications will be placed higher in the merit list.

10) Candidates already in Government service should send their application through proper channel only.

11) Interested and eligible candidates should fill and submit the prescribed application form through online mode. The application will be available from 17/08/2023 to 16/09/2023. www.goaulbservice.gov.in. No application shall be accepted in any other mode.

12) This office will not be responsible for late or non-receipt of call letters for Skill test/Aptitude test and written examination due to delay in postal channel/any other reason beyond the control of this office.

13) Only selected candidates will be informed of their selection in due course after the selection Process.

14) This office reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

15) Syllabus and Scheme of examination:

Sr no	Name of the Post	Syllabus
1	Lower Division Clerk	Skilled Test/Aptitude test Written Examination:- Total 100 marks i) Objective Type MCQ ii) Objective Type without MCQ iii) Subjective Type
		1 General English 20 Marks
		2 Computer Fundamentals 20 Marks
		3 Mathematics 20 Marks
		4 Logical Reasoning 10 Marks
		5 Letter Writing 10 Marks
		6 General Knowledge and current Affairs 10 Marks
		7 Events of National & International importance 5 Marks
		8 Office Procedure 5 Marks
2	Assistant Mason	Skilled Test
3	Workers	Skilled Test

Sd/-
(Damodar Shirodkar)
Chairperson
Margao Municipal Council

Sd/-
(Gaurish J. Shankwalkar)
Chief Officer
Margao Municipal Council