



Goa Human Resource Development Corporation,
Near D.I.E.T. Building,
Alto-Porvorim, Bardez - Goa 403521
Tel No. 2414978

Advertisement No. 41/2022

Date: 16.12.2022

Applications are invited from eligible candidates in the prescribed format to be obtained from GHRDC on payment of application fee of Rs.100/- for filling up the below mentioned Group 'C' posts in Goa Human Resource Development Corporation, Porvorim Goa.

Sr. No	Name of the post	Number of posts	Pay	Essential Educational qualifications
1.	Secretary (Personal Assistant)	1 (UR)	Rs.5200-20,200+ Grade Pay Rs.2,400/-	1) Degree or equivalent qualification from a recognized University/Institution. 2) Minimum three months certificate course in computers. 3) Speed of 100 words per minute in shorthand and 35 words per minute in typing. 4) Knowledge of Konkani. Desirable: 1) Knowledge about Public Relations/Secretarial Practice. 2) Knowledge of Marathi.

Age limit prescribed: Not exceeding 45 years (Relaxable for the employees of the Corporation and Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time)

- 1) Application in Prescribed form will be available in GHRDC Office from 20/12/2022 to 20/01/2023 from 10.00 AM to 05.00 PM @ Rs. 100/- per form.
- 2) Candidates shall apply in the prescribed format affixed with a recent passport size colour photograph supported with self-attested copies of certificates of Educational qualifications, Birth certificate, valid 15-year residence certificate in Goa issued by the competent authority and valid Employment Exchange Registration Card.
- 3) Late and incomplete applications will be summarily rejected.
- 4) Application in Prescribed form should reach the office on or before 20/01/2023 by 05.00 PM.
- 5) Syllabus for the written test examination is Public Relation and Secretarial Practice, Logical Reasoning Ability, General English, General Knowledge and Current Affairs, Quantitative Aptitude.
- 6) Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need to furnish documents for satisfying the essential educational qualification criteria at the time of applying for the post. However, the candidature of shortlisted candidates shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination.

- 7) Physical endurance test shall be conducted for the post which require speed of 100 words per minute in shorthand and 35 words per minute in typing in terms of recruitment rules and only the successful candidates shall be shortlisted for written examination. Such test shall be conducted prior to written examination.
- 8) Physical endurance test or skill/aptitude test being qualifying in nature shall not be considered for drawing merit list.

Note: The candidates satisfying eligibility criteria who had applied for the post of Secretary (Personal Assistant) vide our advertisement No.40/2022 dated 23/08/20 22 need not apply again for the same.

Place:- Porvorim
Date: 16/12/2022




(Arvind V. Bugde)
Managing Director, GHRDC