

**The Governor's Secretariat, Raj Bhavan,  
Dona Paula – Goa 403004.**

Advertisement

Applications from eligible candidates are invited, in the proforma appended hereto, by the Secretary to the Governor, Goa for filling up the following Group 'C' Non Ministerial, Non Gazetted posts in Raj Bhavan, Dona Paula.

Sr. No.	Name of the Post	Total number of posts	Number of vacancies category wise		Scale of Pay	Educational and other qualifications
1.	<b>Public Relations Officer cum Press Liaison Officer</b>	01	(a) Unreserved	01	Pay Matrix Level – 6 of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Bachelor Degree in Journalism or Mass Communication from a recognized University. (2) Knowledge of Konkani  <b>Desirable :</b> Knowledge of Marathi
2.	<b>Photographer</b>	01	(a) Unreserved	01	Pay Matrix Level – 5 of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Passed Secondary School Certificate Examination from a recognised Board/Institution. (2) Diploma/Certificate in Photography from a recognised Institution (3) Knowledge of Konkani  <b>Desirable :</b> Knowledge of Marathi
3.	<b>Junior Assistant</b>	03	(a) Unreserved	01	Pay Matrix Level – 2 of 7 <sup>th</sup> CPC	<b>Essential :</b> (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  <b>Desirable :</b> Knowledge of Marathi
		(b) Other Backward Classes (OBC)	01			
		(c) Persons with Disability (PwD)	01			
4.	<b>Multi Tasking Staff (Peon)</b>	03	(a) Unreserved	02	Pay Matrix Level – 1 of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Passed Secondary School Certificate Examination from a recognised Board/Institution.  OR Passed course conducted by a recognized Industrial Training Institute in any trade or equivalent qualification from a recognised Institution. (2) Knowledge of Konkani
		(b) Other Backward Classes (OBC)	01			

						<b>Desirable :</b> Knowledge of Marathi
5.	<b>Assistant Cook</b>	01	(a) Ex-Servicemen	01	Pay Matrix <b>Level – 2</b> of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Standard Xth. (2) Candidate should know to prepare Indian/Western/Chinese and Continental dishes. (3) 2 years experience in a reputed Hotel or Restaurant or Catering establishment. (4) Knowledge of Konkani  <b>Desirable :</b> Knowledge of Marathi  A practical test of preparation of various dishes shall be conducted in the Raj Bhavan, in order to assess the knowledge and practical efficiency of the person, before selection.
6.	<b>Waiter</b>	02	(a) Unreserved	02	Pay Matrix <b>Level-1</b> of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Passed Secondary School Certificate Examination from a recognised Board/Institution. (2) Knowledge of Konkani  <b>Desirable :</b> Knowledge of Marathi
7.	<b>Multi Tasking Staff (Maid Servant)</b>	01	(a) Unreserved	01	Pay Matrix <b>Level-1</b> of 7 <sup>th</sup> CPC	<b>Essential :</b> (1) Passed Secondary School Certificate Examination from a recognised Board/Institution. OR Passed course conducted by a recognised Industrial Training Institute in any trade or equivalent qualification from a recognised Institution. (2) Knowledge of Konkani  <b>Desirable :</b> Knowledge of Marathi

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 extant 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:
    - (i) The State Government employees who are working outside the State shall be exempted from producing fifteen years residence certificate for their children;
    - (ii) 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 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 the 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 Certificate, 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 Skill 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 only as available at “[www.rajbhavan.goa.gov.in](http://www.rajbhavan.goa.gov.in)” from **14.6.2021 to 30.6.2021**. 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.	Public Relations Officer cum Press Liaison Officer	<ul style="list-style-type: none"> <li>• <b>Written Examination : Total 100 marks</b></li> <li>    <b>i) Objective Type MCQ</b></li> <li>    <b>ii) Objective Type without MCQ</b></li> <li>    <b>iii) Subjective Type</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Syllabus for Objective Type Written Test :</th> </tr> </thead> <tbody> <tr> <td style="width: 5%;">(1)</td> <td style="width: 85%;">Constitutional Provisions regarding freedom of Speech and Expression Constitution of India Article 19.</td> <td style="width: 10%;">20marks</td> </tr> <tr> <td>(2)</td> <td>Provision of the Indian Penal Code u/s. 124A, 153A, 295A, 499.</td> <td></td> </tr> <tr> <td>(3)</td> <td>Relevant provisions of the Cable Television Network (Regulations) Act, 1995, the Unlawful Activities (Prevention) Act, 1961, the Cinematograph Act, 1952, Information Technology Act, 2000.</td> <td></td> </tr> <tr> <td>(4)</td> <td>General Knowledge &amp; Current Affairs</td> <td>10 marks</td> </tr> <tr> <td>(5)</td> <td>General English</td> <td>15 marks</td> </tr> <tr> <td>(6)</td> <td>Precise Writing</td> <td>05 marks</td> </tr> <tr> <td>(7)</td> <td>Essay Writing</td> <td>10 marks</td> </tr> <tr> <td>(8)</td> <td>Report Writing</td> <td>10 marks</td> </tr> <tr> <td>(9)</td> <td>Drafting of Press release</td> <td>05 marks</td> </tr> <tr> <td>(10)</td> <td>Logical Reasoning</td> <td>10 marks</td> </tr> <tr> <td>(11)</td> <td>Basic Mathematics</td> <td>10 marks</td> </tr> <tr> <td>(12)</td> <td>Advertising and Publicity : Drafting of creative Public Service advertisement</td> <td>05 marks</td> </tr> </tbody> </table>	Syllabus for Objective Type Written Test :			(1)	Constitutional Provisions regarding freedom of Speech and Expression Constitution of India Article 19.	20marks	(2)	Provision of the Indian Penal Code u/s. 124A, 153A, 295A, 499.		(3)	Relevant provisions of the Cable Television Network (Regulations) Act, 1995, the Unlawful Activities (Prevention) Act, 1961, the Cinematograph Act, 1952, Information Technology Act, 2000.		(4)	General Knowledge & Current Affairs	10 marks	(5)	General English	15 marks	(6)	Precise Writing	05 marks	(7)	Essay Writing	10 marks	(8)	Report Writing	10 marks	(9)	Drafting of Press release	05 marks	(10)	Logical Reasoning	10 marks	(11)	Basic Mathematics	10 marks	(12)	Advertising and Publicity : Drafting of creative Public Service advertisement	05 marks
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Sd/-  
Secretary to Governor

Date : 10<sup>th</sup> June, 2021

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