

ADVERTISEMENT

Applications are invited by the Secretary, Goa Labour Welfare Board, Shram Shakti Bhavan, 4th Floor, Patto Plaza, Panaji - Goa, for filling up of the following vacancies in the Goa Labour Welfare Board, 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 27.10.2025 by 5.00 PM.

Candidates shall download the application format from the Government portal www.goa.gov.in

Sr. No.	Name of the Post	Category		Pay Matrix level	Educational Qualifications
1	Administrative Officer	UR	01	PB - 2 9300-34800+4200 (GP) (Level - 6)	Essential: <ul style="list-style-type: none"> Degree from recognized University. Minimum six months certificate course in Computers from recognized Institution. Two years experience in Office work. Knowledge of Konkani. Desirable: <ul style="list-style-type: none"> Knowledge of Marathi.
		Total	01		
2	Accountant	UR	01	PB - 2 9300-34800+4200 (GP) (Level - 6)	Essential: <ul style="list-style-type: none"> Bachelor of Commerce or Bachelor of Arts with Economics from a recognized University/Institute. Knowledge of Konkani. Desirable: <ul style="list-style-type: none"> Knowledge of Marathi.
		Total	01		
3	Legal Assistant	UR	01	PB - 2 9300-34800+4200 (GP) (Level - 6)	Essential: <ul style="list-style-type: none"> Degree in Law from a recognized University. Knowledge of Konkani. Desirable: <ul style="list-style-type: none"> Knowledge of Portuguese Laws. Experience of Legal work in any Legal Department or practice of two years as an Advocate. Knowledge of Marathi.
		Total	01		
4	Junior Stenographer	UR	02	PB - 1 5200-20200+2400 (GP) (Level - 4)	Essential <ul style="list-style-type: none"> 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. Speed of 100 words per minutes in short hand and 35 words per minutes in typewriting. Minimum three months certificate course in computers. Knowledge of Konkani. Desirable <ul style="list-style-type: none"> Knowledge of Marathi.
		Total	02		

5	Lower Division Clerk	<table><tr><td>UR</td><td>02</td></tr><tr><td>OBC</td><td>02</td></tr><tr><td>ST</td><td>01</td></tr><tr><td>Total</td><td>05</td></tr></table>	UR	02	OBC	02	ST	01	Total	05	PB - 1 5200-20200+1900 (GP) (Level - 2)	Essential <ul style="list-style-type: none">• Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.• Knowledge of computer applications /operations with typing speed of 30 words per minute in English.• Knowledge of Konkani. Desirable <ul style="list-style-type: none">• Knowledge of Marathi
UR	02											
OBC	02											
ST	01											
Total	05											
6	Driver	<table><tr><td>UR</td><td>02</td></tr><tr><td>Total</td><td>02</td></tr></table>	UR	02	Total	02	PB - 1 5200-20200+1900 (GP) (Level - 2)	Essential: <ul style="list-style-type: none">• Secondary School Certificate Examination from a recognized Board/Institution. OR Successfully completed the course conducted by a recognized Industrial Training Institute. <ul style="list-style-type: none">• Driving License for light vehicles.• Knowledge of Konkani. Desirable: <ul style="list-style-type: none">• Knowledge of Marathi. <p>(Note: Direct recruits and promotees, will have to pass practical driving test conducted by the D.S.C./D.P.C. before selection Motor Vehicle Inspector from the Directorate of Transport will be associated to the D.S.C./D.P.C. as an expert)</p>				
UR	02											
Total	02											
7	Multi tasking-Staff	<table><tr><td>UR</td><td>01</td></tr><tr><td>ST</td><td>01</td></tr><tr><td>Total</td><td>02</td></tr></table>	UR	01	ST	01	Total	02	PB - 1 5200-20200+1800 (GP) (Level - 1)	Essential <ul style="list-style-type: none">• Passed Secondary School Certificate Examination from Recognized Board/ Institution. OR Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be consider in case posts relates to technical works. <ul style="list-style-type: none">• Knowledge of Konkani. Desirable <ul style="list-style-type: none">• Knowledge of Marathi.• Multi tasking-skills such as knowledge of operating Office machines including computers.		
UR	01											
ST	01											
Total	02											

Terms and Conditions :

1. Age should not be more than 45 years as on last date of filing the application i.e. 27.10.2025 by 5.00.p.m, (Relaxable 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. 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.
4. The candidate applying for reserved category post, shall produce valid certificate issued by the competent authority as per Government guidelines.
5. 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.
6. The crucial date for determining the eligibility as to age, educational qualification, valid Residence Certificate, caste belonging etc. shall be 27.10.2025 by 5.00.p.m.(closing date) for appointment to the above posts.
7. Separate application forms should be submitted for different posts.
8. Applications received after the prescribed date will be rejected.
9. In case of large number of applications, Board may go for CBRT, and thereafter written test followed with interview whichever applicable.
10. 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.
11. No travelling allowance or any other allowance will be paid to the candidates for attending written test / proficiency/skill test/joining the post.
12. Mere appearance or qualification in the examination does not guarantee selection. If a candidate fails to meet the essential qualification / criteria as prescribed in the recruitment rules & fails to possess the mandatory documents as on date of application their candidature will be liable for cancellation at any stage of recruitment process.
13. The Board reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

Sd/-
Secretary,
Goa Labour Welfare Board

APPLICATION FORM

To,
The Secretary,
Goa Labour Welfare Board,
Shram Shakti Bhavan, 4th Floor,
Patto Plaza, Panaji - Goa

Affix latest
Passport size self
attested
Photograph

Sub: Application for the post of _____

Category of the post applied for UR ☐ OBC ☐ ST ☐
(Tick (✓) whichever is applicable)

1. Full Name (in block letters): _____
(Surname) (First Name) (Middle Name)
2. Gender (Male/Female) : _____
3. Marital Status : _____
4. Father's/Husband's name : _____
5. Address for correspondence alongwith : _____
Pincode _____
6. Contact Number : _____
7. Date of Birth : _____
8. Age as on date of advertisement : _____
(D/M/Y)
9. No. of date of valid 15 yeas residence : _____
Certificate of Goa
Date of issue (D/M/Y) : _____
10. Employment Registration Number : _____
11. Valid Caste Certificate No. and Date : _____
12. Nationality : _____
13. Languages Known : _____
14. Whether possesses required essential qualifications (Yes/No): _____

DECLARATION

I _____ s/d/w of _____ hereby
state that the contents of the application are true to my own knowledge and I possess the
requisite qualification and other mandatory documents for the post. I understand that in the
event of particulars or information given herein being found false or incorrect, my candidature
for the recruitment is liable to be **REJECTED OR CANCELLED EVEN AFTER SELECTION.**

(Note: strictly no Certificates to be attached/enclosed)

Place: _____

Dated: _____

(Signature of applicant)