

**GOA TOURISM DEVELOPMENT CORPORATION LTD.**

(A Government of Goa Undertaking)

3rd Floor, Paryatan Bhavan, Patto - Panaji Goa, Ph: (0832)2437132/2437728 Fax: 2437433

Website: www.goa-tourism.com Email: mdgtdc@gmail.com

Applications are invited by the Managing Director, Goa Tourism Development Corporation from eligible candidates possessing required qualifications for filling of regular vacancies in GTDC.

| Sr.No. | Designation | No. Of Vacancies | Pay Band + GP | Category |
|--------|----------------------|-----------------------|-----------------|----------|
| 1. | Junior Stenographer. | 1post (Regular basis) | 5200-20200-2800 | General |

Qualifications: (Junior Stenographer)

Essential: i. SSC from recognized Institute or its equivalent. ii. Shorthand 100 WPM. iii. Typing - 35 WPM. iv. Computer literate. v. Knowledge of Konkani.

Desirable: Knowledge of Marathi.

Candidates who fail Shorthand/Typing test conducted by **GEDC** or any other Government Agencies will not qualify.

Age Limit: As prescribed by State Government.

| Sr.No. | Designation | No. Of Vacancies | Pay Band + GP | Category |
|--------|--------------------|--------------------------|-----------------|--|
| 2. | LDC /Receptionist. | 04 Posts (Regular basis) | 5200-20200-1900 | 1- ST/1- OBC/ 1- Physically disabled/ 1- General |

Qualifications: (LDC)**Essential:**

i. Graduation from Recognized University or its equivalent.

ii. Diploma or Certificate of minimum one year duration in Front Office Management from a recognized Institute or its equivalent or minimum one year experience in Front Office Management in Three Star Hotel and above.

iii Six months course in Computer Application.

iv Essential Knowledge of Konkani.

Desirable : Knowledge of Marathi.

Age Limit : As prescribed by State Government.

Interested candidates fulfilling the educational qualifications prescribed for above may submit his/her application along with the certified copies of qualifications/15 years Residential Certificate/valid Employment Card/Birth Certificate/Caste Certificate issued by Government to the Managing Director, Goa Tourism Development Corporation Ltd., Paryatan Bhavan, Patto, Panaji-Goa on or before 09.03.2015. No TA/DA will be paid either for appearing the efficiency test, interview or for joining the post.

Kindly log on to GTDC website: www.goa-tourism.com. for down loading application forms.

Sd/-
Managing Director
GTDC Ltd