

## GOA TOURISM DEVELOPMENT CORPORATION LTD.

### GENERAL INSTRUCTIONS TO THE CANDIDATES:-

Candidates must read all the instructions given below carefully before filling of the form. They must fill the form strictly according to the instructions.

#### 1. APPLICATION FORM

Send the application in the form appended hereto. Application other than the one appended hereto will not be entertained. Separate application should be submitted for each post; in case the candidate applies for more than one post.

#### 2. FILLING UP OF THE APPLICATION FORM

(Please read the entire application form carefully before filling).

- a) All the questions to be answered as YES or NO should be filled in by a tick mark(v) in the block provided and other items in the application by numbers or words. No item/question should be left blank or wrongly filled as the information furnished therein would be used or deciding the eligibility and suitability of the candidates for being called for the interview.
- b) Applications not filled correctly, completely and as per the instructions are liable to be rejected and the onus of such rejection would be on the candidates himself/herself. The Corporation will not entertain any claims after such rejection.
- c) The application form should be filled in own legible handwriting and the Two photographs should be attached to the application form(One Pasted on page No. One and other Stapled on Page No 1 only).
- d) At the end of the application candidate should put his signature and name, without which the application will not be considered at all.

#### 3. CERTIFICATES TO BE ATTACHED

a. self attested Copies of certificates should be attached in support of information given in the form where necessary. Any information contained in the attached certificate shall not be considered unless it is claimed in the application form.

b. The candidate **shall attach** a copy of birth certificate or any other certificate in support of his/her birth date. **The candidate should be within prescribed age limit** on the closing date of the receipt of the application.

c. Candidate shall attach certificates for participation at State/National Level competitions.

NO ORIGINAL CERTIFICATE SHOULD BE ATTACHED TO APPLICATION FORM. Instead the candidate may send 'SELF-ATTESTED PHOTOCOPIES COPIES OF THE CERTIFICATES'. The copies should be legible and fresh. However, the candidate will have to produce all the relevant original documents at the time of interview. Applications not supported by relevant copies of certificates or

without their attestation are liable to be rejected and no correspondence/representation will be entertained against the rejection.

#### **4.APPLICATION FROM “IN SERVICE” CANDIDATES**

The candidate working in the Government, local self Government, semi Government, autonomous bodies or establishments, co-operative sector, public sector, Government Corporations, Government companies or any other Department/body, establishment or institutions being an instrumentality of the Government may submit his/her application **directly** to the Corporation. However, the candidate should inform his/her employer about his/her submitting the application to the Corporation. The employer should also be notified to communicate their “No Objection” for consideration of the application by the Corporation within fifteen (15) days from the closing date and non-receipt of such communication will be treated as deemed to be approval from the employer. Employer should be also informed that any objection by the employer received after fifteen (15) days from the closing date will be rejected by the Corporation. The candidate should necessarily attach a photocopy of letter made to employer duly acknowledge for issue of NOC.

#### **5. ADDRESS TO WHICH APPLICATION SHOULD BE SUBMITTED/SENT**

The Application may be submitted by Hand Delivery or by Registered Post or Speed Post only. Application submitted/send by any other mode will not be accepted/considered and no correspondence/representation will be entertained for non-acceptance/non-consideration.

(a) Application should be sent to the following address:-

**The Managing Director,  
Goa Tourism Development Corporation Ltd.,  
2<sup>nd</sup> Floor, ParyatanBhavan,  
Patto Plaza,  
Panaji-Goa.403 001.**

(b) On the top left corner of the envelope on the address side the following details relating to the application should be superscripted :-

1. Name of the post :
2. Year :
3. Source of advertisement :

#### **6.CLOSING DATE FOR RECEIPT OF APPLICATIONS**

(a) Application duly completed, should reach the Corporation on or before the last date prescribed, (herein for the sake of brevity referred to as ‘Closing date’).

(b) Application received after the closing date will be summarily rejected and no correspondence/representation will be entertained against the rejection.

## 7. **ACKNOWLEDGEMENT**

Please send a **self addressed post card** with the application. **Write on this card the advertisement number, Serial No. of the post and name of the post applied for.**

This card will be used by the Corporation for acknowledging receipt of the application indicating the **registration number** allotted to the candidate. If this card is not received within a fortnight from the closing date, the candidate may write to the Corporation by furnishing details of the post applied for, advertisement number and serial number of the post. Applications will be acknowledged only on the card attached. Receipt of application without the postcard will not be acknowledged.

## 8. **ELIGIBILITY CRITERIA**

### **A. For the post of Receptionist**

#### **Essential:**

1. Three-year Diploma in Hotel Management from a Govt. recognized institute or Equivalent OR  
Graduate from any faculty with minimum one-year experience in front office/ Reception  
in any hotel which has 'A'/'B'/'C' category certificate by Department of Tourism,  
Government of Goa
2. 6 months course in computer Applications.
3. Knowledge of Konkani

#### **Desirable:**

1. Knowledge of Marathi

### **B. For the Post of Manager Marketing**

#### **Essential:**

1. Degree in any faculty from recognized University or equivalent
2. Full time Post Graduate Diploma in Business Management / Post Graduate Diploma In  
Management /Masters of Business Administration from recognized  
University  
with specialization in marketing
3. Minimum 5 years work Experience out of which at least 2 years should be in  
Tourism and hospitality sector
4. Knowledge of Computer
- 5) Knowledge of konkani

**Desirable:**

1. Knowledge of Marathi

**C. For the Post of Manager Public Relations.**

**Essential:**

1. Degree in any faculty from recognized University or equivalent
2. Diploma in Journalism/Public relations from Govt. recognised Institution/University  
or Equivalent
3. Computer Literate (Windows/Word/Excel)

4. Knowledge of Konkani

**Desirable:**

1. Knowledge of Marathi

**D. For the Post of Manager Information Technology**

**Essential:**

1. Graduate in Computer Science/Information technology/ /Computer Engg/  
Computer Application from Government recognized Institution or  
Equivalent
2. Knowledge of Konkani
3. Work Experience of 3 years in the field

**Desirable:**

1. Knowledge of Marathi

**E. For the post of Manager Estate & legal Affairs**

**Essential:**

- 1) Degree in Law from Govt. Recognized University or Equivalent
- 2) Experience of legal work in civil and property matters for a period  
of minimum 3 years  
or practice of Law as an Advocate attending to various court matters for  
minimum  
period of 3 years
- 3) Knowledge of Computers
- 4) Knowledge of Konkani

**Desirable:**

1. Knowledge of Marathi

**F. For the post of Assistant Accountant**

**Essential**

1. Graduate in Commerce from recognized university or Equivalent.
2. Minimum Two year experience with Chartered Accountant and  
Minimum 2 years in a  
reputed company/firm
3. Knowledge of Computer
4. Knowledge of Konkani

**Desirable:**

1.Knowledge of Marathi

### **G. For the post of Junior Steno**

#### **Essential**

1.Graduate from Government recognised Institute or its equivalent

2. Shorthand- Speed of 100WPM

3.Typing- Speed of 35WPM

4.Knowledge of Computer

5.Knowledge of konkani

#### **Desirable:**

1.Knowledge of Marathi

b.Candidate not possessing the minimum essential qualification/s will not be eligible and his/her application will not be considered. Candidate should note that the prescribed essential qualification/s are minimum and mere possession thereof does not entitle the candidate to be called for the selection process. The Corporation in appropriate cases and particularly when number of applications received in response to an advertisement is large as compared to the number of posts, Corporation shall hold a screening test or by any other method of shortlisting candidates, which may include one or more foregoing methods.

c. Candidate should possess the prescribed essential educational and other qualification/s on the date of submitting the application. **Those who are awaiting their results of their examinations or those who are about to acquire the prescribed essential qualification** after the closing date need not apply and at any rate, their candidature will not be considered.

### **9.CANDIDATES TO CONFIRM THEIR ELIGIBILITY THEMSELVES**

Candidate is advised to satisfy and confirm himself/herself before applying, that he/she possesses the minimum essential qualification/s and experience qualification/s and experience prescribed (if any) for the post. Similarly the candidate is advised to give correct and exact information about the desirable qualification/s expected (if any) for the post applied. No inquiry asking for advice as to the eligibility will be entertained.

### **10. SELECTION PROCESS**

Depending upon the requirements of the post, the number of applications received and under other relevant circumstances, the Corporation shall hold a skill test / or physical test or any other test to shortlist the candidates. The Corporation will communicate the nature of test which the Corporation has decided to conduct for the purpose of shortlist the candidates sufficiently in advance. Corporation will decide

to hold a written test for the selection of candidate for the post as per order no 9/10/HLEC/201/-ARD dated 15/11/2018.

The Syllabus for the written test is appended hereto.

#### **11. WARNING AGAINST MISCONDUCT**

**Do not** furnish false particulars or information. **Do not** suppress any material information. **Do not** create, fabricate, alter, or tamper with any of the document or with the attested copy submitted. If there is any inaccuracy or discrepancy between documents, an explanation regarding this discrepancy should be submitted by the application itself. In case the candidate is known by different names/surnames, he/she should produce suitable proof such as marriage certificate or divergence certificate from the Competent Authority.

A candidate who is or has been found by the Corporation to be guilty of obtaining support of his candidature by any means, or of impersonation, or of procuring or submitting fabricated documents or documents which have tampered with, or of making statements which are false or of using unfair means during a test, or of writing irrelevant matters including obscene language or pornographic matter in answer papers or of misbehavior in any manner in the examination hall or of harassing or doing bodily harm to the staff employed by the Corporation for the conduct of test or of attempting to commit or abetting the Corporation of all or any of the acts specified above, may, in addition to rendering himself/herself liable to face criminal prosecution, be liable:

- a) To be qualified by the Corporation for selection for the post for which he/she is an applicant; or
- b) To be debarred either permanently or for a specified period from any examination, or selection held by the Corporation; or
- c) For disciplinary action under the appropriate rules, if she/he already is in Government service.

#### **12. MEDICAL FITNESS**

Selected candidates are subject to medical test prescribed by the Government, before their appointment. If he/she is found to be medically unfit for the post, he/she will not be eligible for appointment by Goa Tourism Development Corporation though selected by the corporation.

#### **13. ANTECEDENTS AND GENUINENESS OF CERTIFICATES**

Selected candidates are subject to enquiry by the Corporation into their antecedents and verifications of the genuineness of the certificates of qualifications, before their appointment.

**14. JOINING TIME**

The candidate selected for a post and required to join duty should report for duty within the specified time as per the appointment order from the Goa Tourism Development Corporation. The period of joining time to be allowed to the candidate will be at the discretion of The Goa Tourism Development Corporation (which normally does not exceed two or three months). Failure to report for duty within the time limit prescribed by The Goa Tourism Development Corporation will lead to lapse of the order and the Corporation, cannot, in any way, come to the rescue of the candidate in such a situation.

**15. ACQUAINTANCE WITH "F.Rs.&S.Rs."**

Candidates are advised to get acquainted with the Fundamental Rules and Supplementary Rules, in their own interest.

**16. ELIGIBILITY OF THE CANDIDATES BELONGING TO SCHEDULED CASTES AND SCHEDULED TRIBES (SC & ST)**

Candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes should follow the Notifications issued by the Government of Goa from time to time in respect of the inclusion of his/her caste in the SC/ST category and for the purpose of obtaining caste certificate from the competent authority in the prescribed form. (Producing false/forged Caste/Community Certificates is a serious matter).

**17. ELIGIBILITY OF THE CANDIDATES BELONGING TO OTHER BACKWARD CLASS(OBC)**

Candidates claiming to be belonging to Other backward Classes should follow the Notifications issued by the Government of Goa from time to time in respect of the inclusion of his/her caste in the OBC category and for the purpose of obtaining caste certificate from the competent authority in the prescribed form. (Producing false/forged Caste/Community Certificates is a serious matter).

**18. ELIGIBILITY OF THE CANDIDATES WHO ARE PHYSICALLY HANDICAPPED(PH)/DISABLED**

Candidates claiming to be Physically Handicapped or Disabled should follow the Notifications issued by the Government of Goa from time to time in respect of the inclusion of the type of physical handicappers/disability permitted for the post and for the purpose of obtaining suitable certificate from the competent authority in the prescribed form.

**19. ELIGIBILITY OF THE CANDIDATES WHO ARE EX SERVICE MAN**

Candidates who are Ex Service Man are required to produce certificates from competent authority in the prescribed form in support of their claim.

20. The post/s reserved for Scheduled Castes or Scheduled Tribes, Other Backward Classes, Physically Handicapped, and Ex-Servicemen will be advertised once or more than once depending on the policy of the Government from time to time and if there is no response to the advertisement or suitable candidate/s are not available, the post/s may be de-reserved or transferred to other category/categories including general category, thereafter.

**21. MISCELLANEOUS**

- a. The Corporation will be within its rights to classify the numerous applications into certain categories and to call for written test only those candidates, who come within certain classified categories.
- b. The candidate who does not report for written test in response to the written test call sent by the Corporation, without sufficient cause conveyed to the Corporation in advance, will not be eligible to apply again to the same post should any further occasion arise.
- c. The Corporation will not be responsible or any case of postal delay including receipt of the intimation by the candidates regarding examinations, other tests or written test. (Normally, the call letters are dispatched under certificate of posting or by registered post).

\* **IMPORTANT NOTE:** The provision relating to the rejection of application, here before, on different counts are intended to ensure that applications forwarded are complete and perfect and to avoid inconvenience and injustice that may be caused to any candidate forwarding a complete and perfect application.

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Do's& Don'ts

Do's

- A** Before submitting the filled in application form, ensure
1. That you have correctly indicated Adv. No., Year and name of the post for which you are applying.
  2. That you have filled all the relevant columns correctly.
  3. That you have pasted your photograph firmly at the space provided.
  4. That you have attached receipt of requisite denomination.
  5. That you have signed the **Declaration** and mention the date and place.



6. That you have read the instructions before filling up the form.
- B.** Also do ensure that you dispatch the form sufficiently in advance to ensure that it reaches the Corporation office before the prescribed closing date.

**Don't's**

1. Do not use the photocopy of the Application Form.
2. Do not mark any stray marks on the Form.
3. Do not mutilate, scribble, tear, or wet the Form.

PLEASE DETACH THESE INSTRUCTIONS FROM THE APPLIATION FORM.

THANK YOU  
WISH YOU BEST OF LUCK











