

**PROJECT CELL**  
**SPECIAL PURPOSE VEHICLE (GTDC, Ltd)**  
**4<sup>th</sup> Floor, Paryatan Bhavan,**  
**Patto Panaji- Goa.**

**GUIDELINES TO THE CANDIDATES**

The candidates shall strictly follow the instructions as detailed below for applying to the following posts as advertised by this office vide Advertisement No: PC/SPV(GTDC)/Admin/08/2022-23/ 930 Dated 29/08/2022.

**1. ELIGIBILITY**

Sr No	Designation of posts	No of Posts	Age Limit	Educational and other qualification
(1)	(2)	(3)	(4)	(5)
1	Asst. Accounts Officer	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time and upto 17 years for the retired Government Servants of Goa Common Accounts Cadre who have retired from the Directorate of Accounts Government of Goa at least in the Grade of Assistant Accounts Officer on regular basis).	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor of Commerce or Bachelor of Arts with Economics from a recognized University or equivalent.</li> <li>2. 05 years experience in maintenance of Book Keeping and Accountancy.</li> <li>3. Knowledge of Tally and other accounting applications.</li> <li>4. Knowledge of Konkani</li> </ol> <p><b><u>Desirable:</u></b> Knowledge of Marathi.</p> <p><b><u>Note:</u></b> Preference will be given to retired Government Servant of Goa Common Accounts Cadre who has worked in Works Division/ Directorate of Accounts, Government of Goa atleast in the grade of Assistant Accounts Officer with 02 years of regular service in the grade.</p>
2	Manager (Marketing)	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell, SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. MBA in marketing from a recognized University ( full time) Course.</li> <li>2. 04 years experience in marketing and allied sectors.</li> <li>3. Knowledge of Konkani.</li> </ol> <p><b><u>Desirable:</u></b> Knowledge of Marathi</p>
3	Head Clerk	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time and upto 17 years for the retired Goa Government Servants who have retired in the grade of Senior Assistant/Head Clerk on regular basis).	<p><b><u>Essentials:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree in any stream from a recognized University or equivalent.</li> <li>2. 03 years experience in Administrative matters.</li> <li>3. Knowledge of Konkani</li> </ol> <p><b><u>Desirable:</u></b> Knowledge of Marathi.</p> <p><b><u>Note:</u></b> Preference will be given to retired Goa Government Servant who has worked in the grade of Senior Assistant/Head</p>

				Clerk in Administration Section/Branch of Goa Government Offices/Departments with atleast 02 years of regular service in the grade.
4	Accountant	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time and upto 17 years for the retired Government Servants of Goa Common Accounts Cadre who have retired from the Directorate of Accounts Government of Goa in the grade of Accountant on regular basis).	<p><b>Essentials:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor of Commerce or Bachelor of Arts with Economics from recognized University or equivalent.</li> <li>2. 03 years experience in maintenance of Book Keeping and Accountancy.</li> <li>3. Knowledge of Tally and other accounting applications.</li> <li>4. Knowledge of Konkani</li> </ol> <p><b>Desirable:</b> Knowledge of Marathi.</p> <p><b>Note:</b> Preference will be given to retired Government Servant of Goa Common Accounts Cadre who has worked in Works Division/ Directorate of Accounts, Government of Goa in the grade of Accountant on regular basis with 02 years of regular service in the Grade.</p>
5	Asst. Manager (Marketing)	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell, SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. BBA from a recognized university (full time course)</li> <li>2. 03 years experience in marketing and allied sectors</li> <li>3. Knowledge of Konkani.</li> </ol> <p><b>Desirable:</b> Knowledge of Marathi</p>
6	Junior Engineer (Civil)	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p><b>Essentials:</b></p> <ol style="list-style-type: none"> <li>1. Degree/ Diploma in Civil Engineering from a recognized University/Institution/State Board or equivalent.</li> <li>2. 03 years practical experience in Civil Engineering works.</li> <li>3. Knowledge of AutoCad</li> <li>4. Knowledge of Konkani.</li> </ol> <p><b>Desirable:</b> Knowledge of Marathi</p>
7	Junior Engineer (Elect)	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree/ Diploma in Electrical Engineering from a recognized University/Institution/State Board or equivalent.</li> <li>2. 03 years practical experience in Electrical Engineering works.</li> <li>3. Knowledge of AutoCad .</li> <li>4. Knowledge of Konkani</li> </ol> <p><b>Desirable:</b> Knowledge of Marathi.</p>
8	Junior Stenographer	01	Not exceeding 45 years (Relaxable for the employees of the Project	<p><b>Essentials:</b></p> <ol style="list-style-type: none"> <li>1. Higher Secondary School Certificate or All India</li> </ol>

			Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p>Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.</p> <p>2. Six months Diploma in Computer Management/Application from a recognized Institute.</p> <p>3. Speed of 100 words per minute in short hand and 35 words per minute in typing in English.</p> <p>4. Knowledge of Konkani</p> <p><u>Desirable:</u> Knowledge of Marathi.</p>
9	Lower Division Clerk	01	Not exceeding 45 years (Relaxable for the employees of the Project Cell , SPV (GTDC) up to 05 years in accordance with the instructions or orders issued by the Government from time to time).	<p><b><u>Essentials:</u></b></p> <p>1) 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.</p> <p>2) 03 years working experience in the grade.</p> <p>3) Knowledge of Computer applications /operations with typing speed of 30 words per minute in English.</p> <p>4) Knowledge of Konkani</p> <p><b><u>Desirable:</u></b> Knowledge of Marathi.</p>

## **2. GENERAL INSTRUCTIONS**

(i) Interested candidates who are fulfilling the eligibility conditions as mentioned in column no 4 & 5 above for the respective post shall apply for the respective post in the prescribed “Application Form” as given below and shall submit the same duly completed in all respects alongwith the self attested copies of his/her following certificates/documents in the office of Project Cell, Special Purpose Vehicle (GTDC Ltd), 4<sup>th</sup> Floor, Paryatan Bhavan, Patto Panaji-Goa on or before 16.09.2022 during office hours by 05:00 p.m. and obtain the acknowledgement to that effect:-

- a) Certificate of Educational qualification with marksheet of qualifying examination as applicable for the post as per column no. 5 of above eligibility issued by the competent authority.
- b) Certificate of other qualification as applicable for the post as per column No. 5 of above eligibility issued by the competent authority.
- c) Experience Certificate as applicable for the post as per column no. 5 of above eligibility issued by the competent authority.
- d) Birth Certificate.
- e) Valid certificate regarding 15 years residence in the state of Goa issued by the competent authority. The candidates falling in the exempted category

- as per instruction No. (iv) below should produce valid documentary evidence in support of their claim issued by the competent authority.
- f) Valid certificate/document issued by the competent authority duly indicating there in the date of superannuation of retired Goa Government Servants (Applicable only in the case of retired Government Servants who applies for the posts at Sr. no. 1, 3 and 4 above).
  - g) Valid document issued by the competent authority duly proving that a retired Government Servant has worked at least 02 years of regular service in the post held last. (Applicable only in the case of retired Government Servants who applies for the posts at Sr. No. 1, 3 and 4 above).
- (ii) Candidate shall apply for the post in his/her valid latest name/surname with correct postal address.
- (iii) If the candidate has affected the change of his/her name/surname consequent upon marriage or for any other reason after acquiring educational qualifications should produce valid documentary evidence to that effect issued by the competent authority.
- (iv) The candidates applying for the post must possess valid certificate regarding 15 years residence in the state of Goa issued by the Mamlatdar, except for the following categories:-
- a) The state Government employees who are working outside the state shall be exempted from producing 15 years residence certificate for their children.
  - b) 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 05 years.
  - c) Ex. Servicemen/women and their spouse and children who are residing in Goa for last two years after discharge/release/retirement from the armed forces.
- (v) The crucial date for determining the eligibility for the applied post as regards to educational and other qualification, age etc shall be the last date fixed for submission of application as mentioned at instruction No. (i) above.
- (vi) Incomplete and applications received after the due date will not be entertained at the entry counter.
- (vii) Applications received through postal delivery after the due date will not be entertained.
- (viii) Candidate should not furnish false particulars/ information and should not suppress any material information.
- (ix) In the event the candidate submits false information/ declaration/ false or bogus certificates/documents and the same is detected during verification (which may be also done post appointment in respect of selected candidates), then the said candidates is liable to be disqualified for the post at any time during the recruitment process and shall be subject to prosecution in accordance with law in force. Similarly the services of in-service candidate

shall be terminated forthwith and the said candidate shall be liable for disciplinary action under the appropriate rules.

- (x) Soliciting or canvassing in any form or influencing the Project Cell, Special Purpose Vehicle (GTDC Ltd) in any manner by a candidate shall disqualify the candidature and the decision of the Board of Directors of GTDC Ltd in this respect shall be final.
- (xi) Only eligible candidates shall be called for oral interview by issue of call letters. Such eligible candidates should attend the oral interview alongwith his/her original certificates/documents regarding educational and other qualification, date of birth, experience, residence certificate acknowledgement slip etc.
- (xii) The list of eligible candidates and “SCHEDULE” of the oral interview of eligible candidates for the respective post shall be displayed on the official website of GTDC Ltd [www.goa-tourism.com](http://www.goa-tourism.com) by publishing a short notice in advance in the local dailies duly informing the candidates that the post wise list of eligible candidates and Schedule of oral interview fixed are displayed on the official website.
- (xiii) The Project Cell, Special Purpose Vehicle (GTDC Ltd) will not be responsible for late or non- receipt of call letters by the candidates for oral interview due to delay in postal channel or any other reasons. Incase any eligible candidate has not received call letter for oral interview, such candidate should appear for the oral interview along with his/her original certificate/documents as per instruction No. (xi) above on the scheduled date fixed for his/her oral interview as per Schedule of oral interview which shall be displayed on the website [www.goa-tourism.com](http://www.goa-tourism.com)
- (xiv) No travelling allowance or any other allowance will be paid to the candidates for attending oral interview.
- (xv) The Board of Directors of GTDC Ltd reserves the right to cancel recruitment process at any time without any further notice and without assigning any reason thereof.

(Nikhil Desai)  
Managing Director  
GTDC

## APPLICATION FORM

Entry Serial No: \_\_\_\_\_  
Date of receipt: \_\_\_\_\_

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

To,  
The Managing Director,  
Project Cell,  
Special Purpose Vehicle (GTDC Ltd),  
4<sup>th</sup> Flr, Paryatan Bhavan, Patto,  
Panaji Goa 403001

**Subject: Application for the post of “\_\_\_\_\_”  
to be filled purely n contract basis.**

Sir,

With reference to the advertisement published in the local news paper \_\_\_\_\_ dated: \_\_\_\_\_, I hereby apply for the post of \_\_\_\_\_ in Project Cell, under Special Purpose Vehicle (GTDC Ltd), Panaji Goa.

**My Bio-data is as under:**

- 1) Name (in capital letters): \_\_\_\_\_
- 2) Father's/Husband Name (in capital letters): \_\_\_\_\_
- 3) Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Date of Birth: \_\_\_\_\_
- 5) Place of birth: \_\_\_\_\_
- 6) Age as on the closing date of receipt of application: \_\_\_\_\_
- 7) State to which belongs: \_\_\_\_\_
- 8) Gender (Male/Female) : \_\_\_\_\_
- 9) Contact No: \_\_\_\_\_
- 10) Email-ID: \_\_\_\_\_
- 11) Whether possess age, educational and other qualification as prescribed for the post applied: \_\_\_\_\_

**12) Educational qualification possessed (H.S.S.C. onwards):**

Sr. No	Exam passed	Name of Board/Unive rsity	Details of Stream	Month and year of passing	Total marks with % of marks secured	Grade/Class/ Division Secured

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**13) Details of Computers/Bookkeeping and Accountancy/Tally/ Typewriting/ Shorthand/Autocad Course Completed (Relevant to the post applied)**

Sr. No	Details of Computers/ Typewriting/Shorthand/ Autocad Course	Name of Organization / Institution	Duration of Course in month	Month & years of passing	Grade/Class/ Division/ percentage of marks secured with typing speed per minute

**14) Details of work experience (Relevant to the post applied)**

Sr. No	Name of Organization/ Institution/ Establishment / Department where worked	Designation of the post held	Nature of appointment ( Regular/ Temporary / Ad-hoc / Contractual)	Period of working ( Exact dates to be given)	Nature of duties performed)

**15)Details of valid Certificate regarding 15 years residence in the State of Goa:**

- (a) To be filled by the candidate who is not falling in exempted category for production of above certificates.

Reference number of certificate	Date of issue	Issuing Authority	Date of expiry of its validity

**(b) To be filled by the candidate who is falling in exempted category for production of above certificate**

Details of exempted category to which belongs	Details of documents in support of the claim

**16) List of Self attested certificates/documents enclosed.**

Sr. No	Description of the certificates/documents

**17)**

**DECLARATION**

I hereby declare that all the statements made above are true and correct and also all the certificates/documents enclosed to this application duly self attested are genuine to the best of my knowledge and belief. I am aware and understand that in the event of my particulars or information given herein if found to be false, mis-representative or incorrect, my candidature for the post applied for in this application is liable to be rejected or cancelled. I am also aware that in the event of my misstatement/ discrepancy in the particulars if detected after my appointment to the applied post, my services shall be terminated forthwith without any notice to me.

(Signature of Candidate)

Name: \_\_\_\_\_

( IN BLOCK LETTERS)