

PROJECT CELL
SPECIAL PURPOSE VEHICLE (GTDC, Ltd)
4th 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/08/2024-25/ Dated

1. ELIGIBILITY

Sr No	Designation of posts	No of Posts	Age Limit	Educational and other qualification
(1)	(2)	(3)	(4)	(5)
1	Executive Engineer (Civil)	02	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 up to 17 years for the retired Government Servants who have retired from Public Works Department/Water Resource Department, Government of Goa in the grade of Executive Engineer (Civil) / Surveyor of works (Civil) on regular basis).	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1) Degree in Civil Engineering from a recognized University or equivalent. 2) 08 years practical experience in the field of Civil Engineering works. 3) Knowledge of Konkani. <p><u>Desirable:</u> Knowledge of Marathi.</p> <p><u>Note:</u> Preference will be given to retired Government Servant who has retired from Public Works Department / Water Resources Department, Government of Goa atleast in the grade of Executive Engineer (Civil) / Surveyor of works (Civil) on regular basis.</p>
2	Assistant 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 and up to 17 years for the retired Government Servants who have retired from Public Works Department/Water Resources Department, Government of Goa in the grade of Assistant Engineer (Civil)/Assistant Surveyor of works (Civil)/ Engineering Assistant (Civil) on regular basis).	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1) Degree in Civil Engineering from a recognized University or equivalent. 2) 07 years practical experience in Civil Engineering works. 3) Knowledge of Konkani. <p><u>Desirable:</u> Knowledge of Marathi.</p> <p><u>Note:</u> Preference will be given to retired Government Servant who has retired in the grade of Assistant Engineer (Civil) / Assistant Surveyor of works (Civil) / Engineering Assistant (Civil) from Public Works Department / Water Resources Department, Government of Goa after rendering atleast 02 years of regular service in the grade</p>
3	Upper 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><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualification from a recognized Institution.

				<p>2. 03 years working experience in the grade.</p> <p>3. Six months Diploma in Computer Management / Application from a recognized Institute.</p> <p>4. Knowledge of Konkani</p> <p><u>Desirable:</u> Knowledge of Marathi.</p>
4	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><u>Essential:</u></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><u>Desirable:</u> Knowledge of Marathi.</p>

1. GENERAL INSTRUCTIONS

- (i) Interested candidates who are fulfilling the eligibility conditions as mentioned in columns 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), 4th Floor, Paryatan Bhavan, Patto Panaji-Goa on or before **01/01/2025** during office hours by **05:00 p.m.** and obtain the acknowledgement to that effect:-
- 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.
 - Certificate of other qualification as applicable for the post as per column No. 5 of above eligibility issued by the competent authority.
 - Experience Certificate as applicable for the post as per column No. 5 of above eligibility issued by the competent authority.
 - Birth Certificate.
 - 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.
- (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 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

- (xiii) No travelling allowance or any other allowance will be paid to the candidates for attending oral interview.
- (xiv) The monthly pay of the contractual employees shall be drawn and paid in terms of Government guidelines as at para No. 4 of Office Memorandum No.10/1/77-PER dated 24/06/2025 issued by the Department of Personnel of Goa.
- (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.

Suneel Anchipaka, IAS
Managing Director
GTDC/PC