



**Government of Goa**  
Office of the  
**Principal Chief Conservator of Forests**  
Forest Department  
"Goa Van Bhavan",  
Altinho, Panaji – Goa.  
P.h. No.0832-2492538/2492539,  
Email ID:cof-fore.goa@nic.in



No.1-V-2-2021/ 2864

Dated:-05-10-2021.

**NOTIFICATION**

**NOTICE INVITING APPLICATIONS FOR FILLING UP POSTS OF JUNIOR STENOGRAPHER, LOWER DIVISION CLERK, PEON/ MULTI TASKING STAFF (MTS), ANIMAL ATTENDANT, MALL ROOM BEARER AND MESS SERVANT.**

Notice Invitation applications are invited by the Principal Chief Conservator of Forests, Govt. of Goa, Altinho, Panaji-Goa, for filling-up the following posts in the Forest Department.

Sr. No.	Name of the post	Category & No. of Vacancies		Pay Matrix as per 7 <sup>th</sup> Pay Commission	Educational Qualification
(1)	(2)	(3)		(4)	(5)
1.	Junior Stenographer	Unreserved	01	Pay Matrix, Level-05.	<b>Essential:</b> (1) Possessing Higher Secondary School Certificate or equivalent qualification from a recognized institution. 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. (2) Should be computer literate. (3) Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting. (4) Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi
		OBC	02		
		PwD	01		
		<b>Total</b>	<b>04</b>		
2	Lower Division Clerk	Unreserved	14	Pay Matrix, Level-02.	<b>Essential:</b> (1) 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. (2) Knowledge of computer applications/operations with typing speed of 30 words per minute in English. (3) Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi
		ST	03		
		SC	01		
		OBC	08		
		EWS	03		
		PwD	02		
		<b>Total</b>	<b>31</b>		
3.	Peon/ Multi Tasking Staff(MTS)	Unreserved	03	Pay Matrix, Level-01.	<b>Essential:</b> (1) Passed the Secondary School Certificate examination from the recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution. (Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case posts relates to technical work.) (2) Knowledge of Konkani <b>Desirable:</b> i) Knowledge of Marathi. ii) Multi-tasking skills such as knowledge of operating office machines, including computers.
		ST	01		
		OBC	04		
		EWS	01		
		PwD	02		
		<b>Total</b>	<b>11</b>		

(Contd...2)

Sr. No.	Name of the post	Category & No. of Vacancies		Pay Matrix as per 7 <sup>th</sup> Pay Commission	Educational Qualification
(1)	(2)	(3)	(4)	(5)	
4.	Animal Attendant	Unreserved	08	Pay Matrix, Level-01.	<p><b>Essential:</b></p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Successfully completed the course conducted by a recognized Industrial Training Institute.</p> <p>(2) One year experience in maintenance of Zoo/Animals in a recognized Zoo.</p> <p>(3) Knowledge of Konkani.</p> <p><b>Desirable:</b> Knowledge of Marathi.</p>
		ST	03		
		OBC	07		
		EWS	02		
		<b>Total</b>	<b>20</b>		
5.	Mali	Unreserved	03	Pay Matrix, Level-01.	<p><b>Essential:</b></p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Knowledge of Konkani</p> <p><b>Desirable:</b></p> <p>i) Knowledge of Marathi. ii) Good experience of gardening with at least 3 years proven work in a recognized garden.</p>
		ST	02		
		OBC	02		
		EWS	01		
		<b>Total</b>	<b>08</b>		
6.	Room Bearer	Unreserved	03	Pay Matrix, Level-01.	<p><b>Essential:</b></p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Experience in a hotel of repute which is relaxable in deserving cases.</p> <p>(3) Knowledge of Konkani</p> <p><b>Desirable:</b> Knowledge of Marathi.</p>
		OBC	01		
		<b>Total</b>	<b>04</b>		
7.	Mess Servant	Unreserved	<b>01</b>	Pay Matrix, Level-01.	<p><b>Essential:</b></p> <p>(1) Passed the Secondary School Certificate examination from a recognized board/Institution OR Passed Course conducted by a recognized Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised institution.</p> <p>(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, may be considered only in case post relates to technical work.)</p> <p>(2) Knowledge of Konkani</p> <p><b>Desirable:</b> Knowledge of Marathi.</p>

**Age limit prescribed:** - Not exceeding **45 years** as on last date of the advertisement. (Relaxable for Government servants and reserved categories candidates i.e. ST /OBC /SC /Ex-Serviceman /PH in accordance with the instructions or orders issued by the Government from time to time)

Interested and eligible candidates should fill the prescribed Application Form along with Declaration through online mode available at Portal <https://cbes.goa.gov.in> from **13/10/2021 to 11/11/2021**. **No application will be accepted/considered after the last date of application.** No application shall be accepted in any other mode.

Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. However candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though has passed the examination.

The instructions/guidelines regarding eligibility, etc available on the Departmental website [www.forest.goa.gov.in](http://www.forest.goa.gov.in), [www.cbes.goa.gov.in](http://www.cbes.goa.gov.in), [www.goa.gov.in](http://www.goa.gov.in) shall strictly be adhered by each and every candidate, which will be made available from **13/10/2021** onwards.

In respect to PwD category candidates, guidelines issued and as amended from time to time by Directorate of Social Welfare will be followed.

The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

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**Dy. Director (Administration)**

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Forest Department  
Government of Goa  
Panaji-Goa.**

