



GOA HOUSING BOARD

Head office,
New Market Complex, Porvorim, Bardez – Goa

GHB/ADM/2030/2024

19th February 2024

ADVERTISEMENT

Applications are invited for recruitment of following Group “C” posts in Goa Housing Board. The applicant should submit the application in prescribed format alongwith self attested documents such as Birth Certificate, Residence Certificate, Employment Exchange Card, Educational Qualification Certificate, Experience Certificate, Extra-Curricular Activities Certificates, Cast Certificate (if applicable) etc.

1. Age 18 years and above and not exceeding 45 years (relaxable for Govt. Servant and reserved categories in accordance with instructions or orders issued by the Government).
2. Candidate already in the Government service shall produce the NOC issued by the Competent Authority from the concerned Department.
3. Incomplete application (without valid enclosures) will be rejected.

Sr. No.	Name of the post(s)	Number of posts	Pay scale	Qualification
1.	Junior Stenographer	01 (Unreserved)	Level - 4	Essential: (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. (2) Speed of 100 words per minutes in Short Hand and 35 words per minute in Typewriting. (3)Minimum three months certificate course in Computers. (4) Knowledge of Konkani. Desirable: (1)Knowledge of Marathi.
2.	Lower Division Clerk	04 (03 - Reserved for OBC) (01- Unreserved)	Level - 2	Essential: (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. (2) Knowledge of Konkani. Desirable: (1)Knowledge of Marathi.

Interested candidates fulfilling eligibility criteria may submit his/her application along with the certified copies of relevant documents to the Managing Director, Goa Housing Board, 2nd Floor, New Market Complex, Porvorim, Bardez, Goa - 403521 on or before **06/03/2024**. Application format is available on the Goa Housing Board website www.ghb.goa.gov.in and Government Portal.

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Managing Director