

B. DETAILS OF POSTS AND TERMS AND CONDITIONS

FIXED TERM EMPLOYMENT POSTS FOR A PERIOD OF 03 YEARS EXTENDABLE BY 02 YEARS:

1. ASSISTANT SUPERINTENDENT (HR) – 02 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: Bachelor of Business Administration (BBA) OR Graduate in any discipline with Post Graduate Diploma/Degree in Personal Management/Industrial Relations /Labour Law and Labour welfare/BSW/B.A. (Social work)/B.A. (Sociology) from recognized Institute / Board / University.

Essential Work Experience: The candidate should have minimum 05 years post qualification relevant work experience in HR/Admin function in any industry / Public sector Undertaking / Small or Medium Industry etc.

Desirable: 2/3 years Post graduate degree/ Diploma in HR/ MIRPM/MBA/MSW/MHRM/LLB/B.L. certificate course on supervisory development offered by National Productivity Council or other institutions recognized by Government of India. Adequate working knowledge of Konkani/Marathi along with Hindi & English

2. ASSISTANT SUPERINTENDENT (HINDI TRANSLATOR) – 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from a recognized University/Institute with minimum 01 year diploma in Hindi translation from Hindi to English & vice-versa.

Essential Work Experience: The candidate should have minimum 2 years post qualification relevant work experience of translation from Hindi to English and vice versa.

Desirable: Master's degree of a recognized university in English/Hindi.

3. ASSISTANT SUPERINTENDENT (COMPANY SECRETARY) – 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: Graduate with Inter Company Secretary (CS)

Essential Work Experience: The candidate should have minimum 2 years post qualification relevant work experience.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

4. TECHNICAL ASSISTANT (ELECTRICAL) – 04 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in Electrical Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 02 years of experience in the line.

Desirable: Supervisory license issued by competent Authority i.e. Govt. Licensing Board Govt of Goa. Ability to work on Auto CAD. Adequate working knowledge of Konkani/Marathi along with Hindi & English

5. TECHNICAL ASSISTANT (INSTRUMENTATION) – 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in Instrumentation Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 02 years of experience in the line.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

6. TECHNICAL ASSISTANT (MECHANICAL) – 04 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in Mechanical Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 02 years of experience in the line.

Desirable: Ability to work on Auto CAD. Adequate working knowledge of Konkani/Marathi along with Hindi & English

7. TECHNICAL ASSISTANT (SHIPBUILDING) – 20 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in Shipbuilding Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 02 years of experience in the line.

Desirable: Ability to work on Auto CAD. Adequate working knowledge of Konkani/Marathi along with Hindi & English

8. TECHNICAL ASSISTANT (CIVIL) - 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in Civil Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 2 years of experience in the line.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

9. TECHNICAL ASSISTANT (IT) – 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum 03 years full time Diploma in IT or Computer Engineering from a recognized Institute/University.

Essential Work Experience: The candidate should possess minimum 02 years of experience in the line.

Desirable: Ability to work on Auto CAD. Installations & administration of New AVEVA/ FORAN & other Hardware and softwares, Server administration, Diagnosis of Hardware problem on workstations and servers, databank creations and maintenance as per software requirements, defect rectification of all hardware and network. Adequate working knowledge of Konkani/Marathi along with Hindi & English

10. OFFICE ASSISTANT (CLERICAL STAFF) – 32 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess Bachelor's Degree in any discipline with 01 year certificate course in computer applications (in case of Bachelor's degree in Computer/IT, separate certificate in computer applications is not required).

Essential Work Experience: The candidate should possess minimum 04 years experience in clerical work.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

11. OFFICE ASSISTANT(FINANCE/INTERNAL AUDIT) – 06 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess Degree in Commerce with 01 year certificate course in computer applications.

Essential Work Experience: The candidate should possess minimum one year experience in the line.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

12. PAINTER – 20 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum SSC qualification.

Essential Work Experience: The candidate should possess minimum 05 years experience in the line.

Desirable: The candidate with ITI in painting and experience in various types of blasting and spray painting will be preferable. Candidates having experience as painter in Shipbuilding or Heavy Engineering Industry will be preferred. Adequate working knowledge of Konkani/Marathi along with Hindi & English

13. VEHICLE DRIVER – 05 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess minimum SSC qualification and should have heavy vehicle driving licence with badge.

Essential Work Experience: The candidate should possess minimum 05 years of experience in the line.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English

14. RECORD KEEPER – 03 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The applicant should possess SSC with minimum 06 months certificate course in computer application.

Essential Work Experience: The candidate should possess minimum one year experience in the line.

Desirable: The candidate should be knowledgeable about record keeping. Adequate working knowledge of Konkani/Marathi along with Hindi & English

15. COOK (DELHI OFFICE) – 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The applicant should possess minimum SSC qualification.

Essential Work Experience: The candidate should possess minimum 05 years of cooking experience in any industry / Public sector Undertaking / Small or Medium Industry / Hotel etc.

Desirable: Candidates holding qualifications from Armed Force, Cookery/ Stewards training school and holding the rank of Leading Seamen / Equivalent can apply provided they possess the essential qualification & Experience. The candidates able to cook different varieties of Indian /Continental / Chinese /Goan food, Lay the table during Officers' Lunches / Dinners, make an estimate for requirement of food, keep proper records of accounts of daily commodities required for the Industrial canteen / Lunch Room and small parties on special occasions, Keep record of inventory of Lunch Rooms / Guest House, make entry

of Guest in register and prepare bill of In-house guest etc will be preferred. Adequate working knowledge of Hindi & English.

16. COOK – 02 VACANCIES (ON FIXED TERM BASIS)

Essential Educational Qualification: The applicant should possess minimum SSC qualification.

Essential Work Experience: The candidate should possess minimum 02 years of cooking experience in any industry / Public sector Undertaking / Small or Medium Industry / Hotel etc.

Desirable: Candidates holding qualifications from Armed Force, Cookery/ Stewards training school and holding the rank of Leading Seamen / Equivalent can apply provided they possess the essential qualification & Experience. The candidates able to cook different varieties of Indian /Continental / Chinese /Goan food, Lay the table during Officers' Lunches / Dinners, make an estimate for requirement of food, keep proper records of accounts of daily commodities required for the Industrial canteen / Lunch Room and small parties on special occasions, Keep record of inventory of Lunch Rooms / Guest House, make entry of Guest in register and prepare bill of In-house guest etc will be preferred. Adequate working knowledge of Konkani/Marathi along with Hindi & English

17. PLUMBER - 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The candidate should possess ITI in Plumber trade.

Essential Work Experience: The candidate should possess minimum 05 years experience in the line.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English.

18. SAFETY STEWARD - 01 VACANCY (ON FIXED TERM BASIS)

Essential Educational Qualification: The applicant should SSC and one year diploma in Industrial safety/ fire & safety/ Safety management from recognized institute

Essential Work Experience: Minimum 05 years of experience in safety department of an Engineering/ Manufacturing company which should be ISO14001 & OHSAS 18001 certified company.

Desirable: Adequate working knowledge of Konkani/Marathi along with Hindi & English.

C. ADDITIONAL NOTE FOR EDUCATIONAL QUALIFICATION

i. GROUPING OF DISCIPLINES:

Mechanical	Mechanical / Mechanical & Industrial Engineering / Mechanical & Production Engineering / Marine Engineering
Electrical	Electrical / Electrical & Electronics / Electrical & Instrumentation
Computer/IT	Computer Science/Information Technology / Computer Technology
Civil	Civil / Civil & Structural / Structural Engineering.
Instrumentation	Applied Electronics & Instrumentation / Electronics & Instrumentation / Instrumentation & Control / Electrical & Instrumentation / Technology & Instrumentation

- ii. For Technical Assistant post, diploma in respective engineering field is essential requirement. Candidates who have done B.E./B.Tech and do not possess Diploma will not be considered.

D. RESERVATIONS:

- i. Candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Govt. Rules. Such candidates applying for a post where there are no vacancies in their respective reserved categories will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates.
- ii. Candidates from reserved category will have to submit caste certificate, in the Prescribed Proforma meant for "Appointment to posts under the Government of India" from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidate is ordinarily a resident of. The OBC (NCL) certificate should not be more than 06 months old at the time of joining.
- iii. Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No. 36039/1/2019-Estt(Res) dated 31.1.19 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India; In respect of Candidates belonging to EWS Category, the Income and Asset Certificate issued by the designated authority shall be valid for the Financial Year 2023-24.