



OFFICE OF VILLAGE PANCHAYAT

Navelim, Salcete - Goa.

www.vpnavelim.com

Ref. No. VP/N/1527/2020-21/6.

Date: 19/01/2021.

NOTICE INVITING APPLICATIONS FOR THE POST OF LOWER DIVISION CLERK

Applications are invited on Plain paper by Village Panchayat Navelim, Salcete from eligible Candidates for filling up the vacancy of **Lower Division Clerk (One permanent Post)**

Interested and eligible Candidates may submit their application written in their own hand writing giving the detail such as:-

- i) Full name & Address
- ii) Date of Birth
- iii) Education qualification
- iv) Employment Registration Number

The said application must be supported with the Birth Certificate, Photo ID proof, attested Copies of Educational qualification and Certificate of 15 Years residence in Goa issued by Mamlatdar and a latest passport size photograph so as to reach the Office of Village Panchayat Navelim, Salcete - Goa by 06/02/2021 before 4.30 p.m.

Required Qualification towards the said post of Lower Division Clerk

- i) Secondary School Certificate Examination or Equivalent from the recognized board
- ii) Diploma in Computers.
- iii) Typing in English with Minimum speed of 30 w.p.m (To be supported with a valid certificate)
- iv) Knowledge of Konkani

Desirable

- i) Knowledge of Marathi

Age Limit

Between 18 to 40

Pay

Pay Band Rs. 5200-20200 + Grade Pay Rs. 1900

The applicants are informed that incomplete application without certificate from the competent authority and those received after the prescribed date and time will not be considered.

No TA / DA will be paid for attending the interviews.

Sd/-

(**Bebinda Gonsalves**)
Sarpanch, V.P. Navelim