



OFFICE OF THE INSPECTORATE GENERAL OF PRISONS

Collectorate Bldg., Panaji – Goa – 403001.
Phone Nos: 2421921, 2225083, 2225383(EPBX)
Fax No:- 2421921/2225083/2225383

No: - 29/753/2013/IGP/

Date: 22/09/2014.

NOTICE INVITING APPLICATIONS FOR FILLING UP OF POSTS

Applications are invited from eligible candidates in the prescribed format here in below alongwith two copies of passport size photographs and supported by self attested copies of certificates of applicant's birth, residence of last fifteen years, educational qualifications, relevant experience and valid employment registration. Such applications complete in all respects shall reach the Inspectorate General of Prisons, Government of Goa, Collectorate North, Panaji Goa latest by 10/10/2014 by 4:00 p.m.

Sr. No	Designation of Post	Pay Scale	No. Of Posts	Whether reserved/ unreserved
1.	Jr. Steno	PB-1 Rs. 5,200- 20200+Grade Pay Rs. 2400	2	1 P.H. 1 Unreserved
2.	Lower Division Clerk	PB-1 Rs. 5,200- 20200+Grade Pay Rs. 1900	7	1 P.H. 3 Unreserved 1 Ex Ser. Man 1 OBC 1 ST
3.	Driver	5200- 20200+Grade Pay Rs. 1900	6	3 Unreserved 1 Ex Ser. Man 2 OBC
4.	Peon	4440- 7400+Grade Pay Rs. 1300	5	1 P.H. 3 Unreserved 1 OBC

The educational qualification, experience and other eligibility conditions for the post are:

a) For the post of Jr. Steno

Essential

- a) Higher Secondary School Certificate from recognized institution.
- b) Speed of 100 w.p.m in short hand and 35 w.p.m in typewriting and preliminary training in word processing in data entry.
- c) Knowledge of Konkani.

Desirable

- a) Knowledge of Marathi

b) For the post of L.D.C

Essential

- a) Higher Secondary School Certificate from recognized institution.
- b) Knowledge of Konkani.
- c) Knowledge of Computer.

Desirable

- a) Knowledge of Marathi

c) For the post of Driver

Essential

- a) Middle School or equivalent qualifications.
- b) Driving license for Light Vehicle.
- c) Unblemished experience of atleast 2 years in the line.
- d) Knowledge of Konkani.

Desirable

- a) Knowledge of Marathi
- b) Driving license for heavy vehicles.

d) For the post of Peon

Essential

- a) Middle School or equivalent qualifications.
- b) Knowledge of Konkani.

Desirable

- a) Knowledge of Marathi

Note:

1. The application duly filled in all respect should reach the Office of Inspectorate General of Prisons, Collectorate North, Panaji –Goa latest by 10/10/2014 by 4:00 p.m.
2. The candidate already in service should send their application through proper channel so as to reach this office in time.
3. The application received after the prescribed date as well as those not in formats /incomplete shall be rejected.
4. Canvassing in any form shall disqualify the candidate.
5. The applicant should bring all original documents while submitting the application forms for verification.
6. The applicants called for the interview will have to produce the above documents in original, for verification, failing which they shall not be eligible for interview.

For all Posts

- a) General Category not exceeding 40 years, relaxable for Government servants in accordance with instruction /orders issued by the Government from time to time as applicable.
- b) Age limit for Reserved Category for the posts is relaxed in accordance with instructions/orders issued by the government from time to time as applicable.

Note:

1. The candidate already in Government service should send their applications through proper channel.
2. Incomplete application/applications not supported by required certificates and applications of ineligible candidates and those received after prescribe date shall be rejected. Salary certificate as proof as experience shall not be accepted.
3. Separate applications, complete in all respects, are to be submitted, if a candidate is applying for more than one post or if he/she applies for post under more than one category.

Sd/-

(Dr. Sachin Shinde, IAS)
Inspector General of Prisons.