



**Sewerage & Infrastructural
Development Corporation of Goa Ltd.
Ishan Bldg., 2nd floor, Opp. CCP, Panaji - Goa. 403001**

EMAIL: info@sidcgl.com

TEL: (0832) 2992237

No. SIDCGL/ADMIN-14/ 1/83 /26-27

Dated: 01 / 10 /2026

**NOTICE INVITING APPLICATIONS FOR FILLING UP OF POST OF
JUNIOR STENOGRAPHER.**

- A. Applications are invited in prescribed format through physical mode only by the Managing Director, (from 10.00 am. to 5.00 pm.) for filling up the following vacancy by Direct Recruitment on Regular Establishment in Sewerage & Infrastructural Development Corporation of Goa Ltd. Panaji-Goa.

Sr. No.	Designation of post	No. of vacancies and category of reservation		Pay Band as per 7 th pay commission	Educational Qualification	
(1)	(2)	(3)		(4)	(5)	
1	Junior Stenographer Group "C" Non-Gazetted	Un-reserved	01	Level -4 (as per 7 th pay Matrix).	<u>Essential:-</u>	(1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education. (2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing. (3) Minimum Six months certificate course in Computers. (4) Knowledge of Konkani. (5) At least one year working experience in equivalent field.
		Total	01		<u>Desirable:-</u>	Knowledge of Marathi.

Age limit prescribed: - Not exceeding **45 years** as on last date of the Receipt of Application.
(Relaxable for Government servants as per orders issued by the Government from time to time)

- B. Interested and eligible candidates should fill the prescribed Application Form along with Declaration which is available on the website www.sidcgl.goa.gov.in & www.goa.gov.in and submit the same through physical mode **on or before 19/10/2026 till 5 pm. No application shall be accepted/considered after the last date of application.** No application shall be accepted in any other mode.

- C. 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 essential documents, even though has passed the examination.
- D. The instructions/guidelines regarding eligibility, etc available on the Corporation's website www.sidcgl.goa.gov.in & Goa Government website www.goa.gov.in shall strictly be adhered by each and every candidate, which will be made available on the website.

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

D1/ADVT/1624/2026



Managing Director-SIDCGL

INSTRUCTIONS TO THE CANDIDATES

The candidates shall strictly follow the instructions as detailed below for applying to the following post advertised by this Corporation: -

Sr. No.	Designation of post	No. of vacancies and category of reservation		Pay Band as per 7 th pay commission	Educational Qualification	
(1)	(2)	(3)		(4)	(5)	
1	Junior Stenographer Group "C" Non-Gazetted	Un-reserved	01	Level -4 (as per 7 th pay Matrix).	Essential:-	(1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education. (2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing. (3) Minimum Six months certificate course in Computers. (4) Knowledge of Konkani. (5) At least one year working experience in equivalent field.
		Total	01		Desirable:-	Knowledge of Marathi.

GENERAL INSTRUCTIONS:

1. APPLICATION FORM: -

- The candidates shall fill and submit the prescribed Application Form available at www.sidcgl.goa.gov.in & www.goa.gov.in through Physical mode only. The candidate shall apply for the post within the time limit prescribed.
- Call letters, Hall Tickets will be sent through post on the address given by the candidates in the application form. A press note will be published to intimate scheduled date and other details of the examination for concern post on local dailies, Corporation's website www.sidcgl.goa.gov.in & on Goa Government website www.goa.gov.in.
- The candidate shall fill the application form as per the instructions mentioned therein. No field shall be left blank or wrongly filled as the selection process will be based on the information furnished.
- The application form will not be accepted in any mode after the last date notified to submit the applications.
- Only eligible candidates 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. The candidate must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned.
- The Candidates shall be responsible for the genuineness of the information filled in the application form.
- In the event, the candidate submits false information/false declaration/false or bogus certificate/documents, and the same is detected before, during or after the verification, (which may be also done post appointment in respect of selected candidate) the candidate is liable to be

disqualified at any time during the recruitment process and shall be subject to prosecution in accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

- (h) The candidate shall carry a hard copy of hall ticket for the examination along with any Photo ID issued by the Government.

2. DOCUMENTS/CERTIFICATE REQUIRED: -

- i) Certificate of Educational Qualification with mark sheet of the qualifying examination as applicable for the post.
- ii) Valid Employment Exchange Card.
- iii) Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.
- iv) Birth Certificate.
- v) Any photo identity proof issued by State/Central Government.
- vi) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education.
- vii) Work experience certificate detailing the type of task /job handled.
- viii) Certificate of Knowledge of Konkani issued by competent authority or subject of Konkani as one of the Languages.

3. AGE LIMIT: -

Not exceeding 45 years as on date of filling up of the application form. However 5 years age relaxation for Government Servants.

4. APPLICATION OF IN-SERVICE CANDIDATES:

The candidates, who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

5. CONDITIONS FOR EXAMINATION:

- (a) As per Recruitment Rules for the post of Junior Stenographer there is a requirement of Speed of 100 words per minute in Short Hand and 35 words per minute in typing. The candidates shall be required to undergo typing test/skill test as per the criteria specified in the Recruitment Rules of the said post.
- (b) The candidates qualifying the typing test/ skill test shall be subject to the merit determined by the written examination.
- (c) The syllabus for the Examination is as follows:

Junior Stenographer

General Knowledge and Current Affairs, General Mathematics, Logical Reasoning, General English, Computer Fundamentals & Konkani language.

The date, time and venue of the typing test/skill test and written examination will be informed to the eligible candidates and also a press note will be published regarding the details of typing test/skill test and written examination for the above post on local dailies, Corporation's website www.sidcgl.goa.gov.in & on Goa Government website www.goa.gov.in.

The total marks of typing test/skill test, written examination and duration of examination for the post of Junior Stenographer shall be decided as per nature of examination i.e. Subjective or objective or combination of both which will be intimated subsequently. Minimum qualifying marks will be 40 %.

- a) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit.
- b) The shortlist shall be displayed on the Corporation's website i.e. www.sidcgl.goa.gov.in.
- c) The shortlisted candidates will be required to submit the attested copies of the documents along with the original documents for verification on the prescribed date and time.

6. SOLICITING AND CANVASSING:-

Soliciting or canvassing in any form or influencing this Corporation in any manner by a candidate shall disqualify the candidate and the decision of the Corporation in this respect shall be final.

The decision of the Corporation with regard to the manner connected with the recruitment will be final in all respect and the Corporation reserves the right to make change in or to cancel the recruitment process and instructions without assigning any reason thereof.



Managing Director-SIDCGL



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INSTRUCTIONS

1. Before filling the application form, read the instruction carefully.
2. Also, first ensure your eligibility (educational qualification, age etc.) and other requirements for admission as given in the Instructions. You should be very careful in filling-up the application form.
3. Compulsory fields mark with asterisk (*) cannot be left blank.
4. If any lapse is detected during the scrutiny, your candidature will be rejected at any time of admission process or even at a later stage.
5. The processing of application form is based on the information filled by the candidate.
6. Any error committed intentionally or otherwise may result in cancellation of your candidature.

Sewerage & Infrastructural Development Corporation of Goa Ltd.

Photograph

APPLICATION FORM

Post applied for: **Junior Stenographer**

Date: / /

PERSONAL DETAILS									
1.	Full Name in Capital letters (Please do not use any prefix such as Shri/Mr/Ms/Dr/Mrs Etc.) *								
2.	Date of Birth*								
3.	Age as on closing date of application*								
4.	Gender*								
5.	Marital Status								
6.	Government Servant (Yes/No) *								
7.	Nationality*								
8.	Employment Registration Number & Validity*								
9.	Valid Residence Certificate of 15 years in the state of Goa with No. & Date of Issue*								
CONTACT DETAILS									
10.	Mobile No*								
	Alternate Mobile No. *								
11.	Email ID*(in capital letters)								
PERMANENT ADDRESS									
12.	House Name and No*								
13.	Ward /Wada Name and No. *								
14.	Village / Town*								
15.	State*								
16.	District*								
17.	Taluka*								
18.	Pin Code*								
EDUCATIONAL QUALIFICATIONS									
19.	S.S.C. *								
	i. Passing Month & Year								
	ii. Board								
20.	H.S.S.C. *								
	i. Passing Month & Year								
	ii. Board								
21.	Graduation								
	i. Passing Month & Year								
	ii. University								
22.	Details of any other equivalent qualification (ITI, Diploma, Post Graduation etc.) *								
	i. Subject of Specialization								
	ii. Passing Month & Year								
	iii. Board/University								
	iv. Passing Grade (CGPA, Distinction, First Class, Second								

WORK EXPERIENCE

23.	Do you have any previous work experience (Yes / No)? *	
24.	Name of the Company*	
25.	From (dd/mm/yyyy) To (dd/mm/yyyy)*	
26.	Years of service*	

LANGUAGE KNOWN

27.	Konkani (Fluent/Working/Poor) *	
28.	Marathi (Fluent/Working/Poor) *	

OTHER DETAILS

29.	Whether willing to accept the minimum starting Basic/Increment in the scale of pay attached to? *	
30.	What is the period of joining time required by the candidate after getting offer of appointment? *	
31.	Has the candidate ever been debarred or disqualified from appearing at its examinations / selections? (Yes/No) *	
32.	Has the candidate ever been convicted of a criminal offence and / or imposed upon any major penalty such as dismissal / removal or compulsory retirement from service? (Yes/No) *	
33.	Any criminal prosecution / disciplinary action pending against the candidate? (Yes/No) *	

Signature of the applicant

Name: _____

Date: ____/____/____

DECLARATION BY THE APPLICANT

1. I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.
2. I also declare that if any information provided by me is found false, my candidature may be rejected at any point of time.
3. Action can be taken against me by the Government/Corporation under applicable rules as amended from time to time.
4. I have read the rules and instructions carefully and hereby undertake to abide by them.
5. I further declare that I fulfill all the eligibility conditions regarding age, educational qualification, reservation etc. wherever applicable.

Signature of the applicant

Name: _____

Date: ____/____/____