



EDC LIMITED

(A Government of Goa Undertaking)

EDC House, 1st Floor, Dr. Atmaram Borkar Road, Panaji – Goa 403 001.

Tel: 0832 2224510 to 2224518

CIN: U65993GA1975SGC000214

APPOINTMENT TO THE POST OF:

JUNIOR ASSISTANT (TRAINEE) (4 nos. – 2 UR, 1 EWS, 1 ST)

Applications are invited in prescribed format only by the Managing Director, EDC Limited for filling up of the following posts by Direct Recruitment:

Name of the post	No. of post (Category)	CTC per month (Rs.)	Upper Age Limit	Minimum Qualification / experience required.
Junior Assistant (Trainee)	2 (UR)	30,000.00	45 years	(i) Education: A) Degree in Engineering* (minimum 65% marks) OR B) Inter CA OR
Junior Assistant (Trainee)	1 (EWS)	30,000.00	45 years	C) Any Graduate** (with 1st class) with MBA*** (full time)
Junior Assistant (Trainee)	1 (ST)	30,000.00	50 years	(ii) Certificate Course in MS Windows and MS Office (iii) Minimum speed of 30 wpm in computer typing.

* Degree in Engineering may be (a) Mechanical (b) Electrical (c) Electronics and Telecommunication (d) Civil (e) Computers or (f) Information Technology

** The type of graduation may be (a) B.Com (b) B.B.A or (c) B.C.A

*** The type of MBA may be (a) Finance (b) Human Resource or (c) Marketing

A. Applications forms are available on this website under '**RECRUITMENTS**'

B. **The applications should be received by the EDC Limited latest by, 20/01/2023.** Incomplete applications in any manner and those received beyond the prescribed date above shall be rejected summarily by the EDC Limited.

C. Only the eligible candidates fulfilling the criteria as per Recruitment Rules / advertisement shall apply for the posts..

D. The applications are required to be made only using prescribed application form, with details and required annexures and submitted in hard copy form at Office of EDC Ltd., Panaji - Goa.

E. The applicant can apply for only one of the above posts.

F. The age of the candidate will be counted as completed years, as on **30/11/2022**.

- G. There will be compulsory written examination for all the posts and no TA / DA will be admissible for attending the written test.
- H. The Corporation reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

GENERAL INSTRUCTIONS:

A. APPLICATION FORM

1. The candidate shall fill the application form in totality and submit at Office of EDC, Panaji. No field in application form shall be left blank or wrongly filled as the selection process will be based on the information furnished.
2. The application form will not be accepted in any other mode and after the last date notified to submit the applications.
3. The candidates shall be responsible for the genuineness of the information filled in the application form.
4. 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 done post appointment in respect of selected candidates), 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.
5. All the documents / certificates mentioned in the application form shall have to be furnished.
6. The candidate will be sent intimations about the date, time and venue for the written examination.

B. DOCUMENTS / CERTIFICATES REQUIRED

1. Certificates of educational qualifications with marksheet of the qualifying examination as applicable
2. Valid Employment Exchange Registration Card
3. Valid 15 years Residence Certificate issued by the Competent Authority of the State of Goa.
4. Birth Certificate
5. Any photo identity and address proof issued by State/ Central Government
6. Valid Caste Certificate issued by the Competent Authority in respect of reserved category.
7. Certificates indicating other qualifications possessed by the applicant
8. Valid Economically Weaker Section Certificate issued by the competent authority of the State of Goa
9. Work experience certificates detailing the type of work / job handled (if any)

10. If the candidate has affected change of name / surname after acquiring educational qualification or at any stage, should produce valid documentary evidence to that effect used by the Competent Authority.

C. APPLICATIONS 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.

D. CONDITIONS FOR EXAMINATION

- i. The candidates will have to mandatorily undergo a written test.
- ii. The syllabus for the examination will be communicated along with the call letter for written test.
- iii. The date, time and venue of the written examination will be informed to the eligible candidates.
- iv. The total marks for written examination shall be 100 and duration of examination shall be decided as per nature of examination i.e. subjective or objective or combination of both.
- v. Selection of candidates shall be determined in accordance with the marks obtained by each candidate in written examinations as per merit.

E. 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 reasons thereof.