

# CORPORATION OF THE CITY OF PANAJI

ADMINISTRATIVE SECTION

PANAJI GOA

Phone No. 2223339/2422736/2423556/2423557 Fax No. 2426998

Web: [www.ccpgoa.com/](http://www.ccpgoa.com/) Email: [commissioner@ccpgoa.com](mailto:commissioner@ccpgoa.com)

No.117/40/2022/CCP/Admn./TraineeClerk/typist /Per.file/2023-24/9010

Date:12.02.2024.

## NOTICE

The Corporation of the City of Panaji requires following posts purely on Trainee basis initially for a period of six months.

| Name of the Post | No. of Post | Essential Qualifications   | Desirable Qualifications   | Age Limit   | Emoluments  |
|------------------|-------------|--|--|---|-------------|
| Clerk-cum-Typist | 4 (Four)    | 1. H.S.S.C. Passed (in English Medium)<br>2. Knowledge of Computer with M.S. Office word.<br>3. Typing with minimum speed of 35 w.p.m. | 1. Communication Skills in Konkani, Marathi, Hindi & English.<br>2. Proficiency in MS Office (Word, Excel, Power Point, Internet etc.).<br>3. The candidate shall have 15 years residence certificate in the State of Goa. | 18 years and above<br><br>Not exceeding 45 years. Subject to relaxation | Rs.18,000/- |


Interested candidate may attend the walk-in-interview in the Chamber of the undersigned along with the testimonials on 16.02.2024 at 10.00 a.m. to 12.00 p.m. Self-attested documents are required to be submitted at the time of walk-in-interview.

Candidates appearing for the interview will not be entitled for payment of T.A./D.A.

For details refer to website [www.ccpgoa.com](http://www.ccpgoa.com).



  
(Glen Madeira, GCS)  
Commissioner

  
(Rohit Joe Monserrate)  
Mayor

/an.