

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**HEADLAND SADA.**

**APPOINTMENT**

Applications are invited from eligible candidates for filling up the following posts by direct recruitment on regular basis in the Mormugao Port Trust, Headland Sada, Goa:-

1. Hindi Stenographer – Rs.17700-44600 – one post
2. Hindi Typist - Rs.16300-38200 – one post

The last date for receipt of applications, complete in all respect, from the eligible candidates shall be **09/02/2018**.

For other details visit our website [www.mptgoa.com](http://www.mptgoa.com).

Sd/-

**(J. B. Dhawale)**

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**SECRETARY**

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**HEADLAND SADA**

Applications are invited from eligible candidates for the below mentioned posts in the Mormugao Port Trust, Headland, Sada, Goa

**Sr. No. I**

1.	Name of the post	:	<b>HINDI STENOGRAPHER</b>
2.	No. of post	:	01 (ONE) (Unreserved)
3.	Scale of pay	:	Rs.17700-44600
4.	Age limit	:	35 years.
5.	Educational Qualification	:	Edu. Qual.: 1) Graduate with Hindi as a subject or medium of Education. 2) Hindi shorthand speed of 80wpm. 3) One year Computer Diploma course from any recognised institute which covers word processing, spread sheet and presentation and internet. 4) General Hindi written test and Hindi shorthand test. 5) Preference will be given to candidate having English shorthand speed 80wpm and Typing.

**Sr. No. II**

1.	Name of the post	:	<b>HINDI TYPIST</b>
2.	No. of post	:	01 (ONE) (Unreserved)
3.	Scale of pay	:	Rs.16300-38200
4.	Age limit	:	35 years
5.	Educational Qualification	:	Edu. Qual.: 1. Graduate with Hindi as a subject or medium of Education. 2. 1 year Computer Diploma course from Recognized Institute which covers word processing, Spread Sheet and presentation. 3. Hindi typing speed 30wpm. English typing speed 40wpm.

**General:-**

The crucial date for determining the qualification, experience and age shall be the first day of the month in which the post is notified/advertised.

Candidates fulfilling the above mentioned eligibility criteria may send in their application giving complete details in the following sequence: 1) Full Name 2) Father's/Husband's name 3) Mailing address with contact phone/mobile nos. & email ID 4) Date of Birth 5) Educational & Professional qualification 6) Category(SC/ST/OBC/Gen etc) 7) Nationality & State of Domicile along with attested copies of all relevant Certificates with a recent passport size photograph pasted on the top right corner of the application, and by superscribing the post applied on the envelope as well on the application **TO THE SECRETARY, MORMUGAO PORT TRUST, HEADLAND, SADA, GOA - 403804** on or before **09/02/2018** (Format enclosed). Candidates already in Government service or in Public Sector Undertakings must apply through proper channel.

Based on the response to the advertisement, if felt necessary by the organization, the applications received will be shortlisted and suitability tests for the post will be conducted.

Late and incomplete applications will be summarily rejected. Applications not supported with any of the requisite certificate shall be liable for rejection.

Sd/-  
**(J. B. Dhawale)**  
**SECRETARY**

**FORMAT OF APPLICATION**

POST APPLIED FOR : \_\_\_\_\_

**BIO-DATA**

1. Full Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Mailing address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contact Numbers: : Landline:\_\_\_\_\_ Mobile : \_\_\_\_\_  
: email: \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Category (Gen/SC/ST/OBC): \_\_\_\_\_

**7. ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

Sr. No.	Qualifications	University / Institution	Year of passing

**8. WORKING EXPERIENCE:**

Sr. No.	Name of the Organisation	Post Held	Period of service		Years in service	
			From	To	Yrs	Mths

**Signature of Candidate**

Note: \* Additional information, if any, may be provided in the additional sheets.

\*Self attested copies of all the testimonials/documents should be enclosed to the application.