

**GOA TOURISM DEVELOPMENT CORPORATION LTD.
PARYATAN BHAVAN, PATTO, PANAJI-GOA. 403 001**

(A Government of Goa Undertaking)

Tel No. 0832-2494500/2437132/2437728/2438515

No. GTDC/ADMN/2020/

Dated: 12.07.2021

NOTICE FOR CANDIDATES

Goa Tourism Development Corporation Ltd. vide Advertisement No. GTDC/ADMN/2020/4792 dated 17.02.2020 had advertised for filling of Various posts, in response to which applications were received from the candidates. After proper scrutiny of the documents, a list of eligible/non eligible candidates has been prepared and the same has been uploaded on GTDC website www.goa-tourism.com and www.goa.gov.in. Candidates may verify the list and may approach the Corporation, in case of any disputes, within 10 days of publication of this notice. Late receipt of objection/Complaints will not be entertained. The objection may be filled at gma@goa-tourism.com. Candidates who try to lobby or canvass for their candidature, shall be disqualified. The final selection list will be based on written test to be conducted on **10th, 11th, 12th August 2021** at **GOVERNMENT POLYTECHNIC PANAJI**. as per syllabus uploaded on the website www.goa-tourism.com and www.goa.gov.in. The eligible candidates should bring a filled declaration, which is uploaded on website along with them at the time of examination, failing which they will not allowed to appear in the examination. All candidates shall reach one hour before scheduled time of examination.

Sr.no	Name of the Post	Time	Day & Date
1	1. Jr. Stenographer	From 10am.onwards	Tuesday, 10 th August 2021
	2. Manager (IT)	11.30pm -01.00pm	
2	3. Receptionist	10.00am - 11.30am	Wednesday, 11 th August 2021
	4. Assistant Accountant -	12.00pm - 01.30pm	
3	5. Manager (Estate & Legal Affairs)	10.00am - 11.30am	Thursday, 12 th August 2021
	6. Manager (Marketing)	12.00pm - 01.30pm	

Sd/-
Managing Director
GTDC

Syllabus of question paper and marks for each topic for written examination

1. Receptionist

Sr. No	Syllabus	Marks
1.	General knowledge	25
2.	Knowledge of Tourism Industry/culture/history of State of Goa	50
3.	Knowledge of Computers	25

2. Junior Steno

Sr. No	Syllabus	Marks
1	General knowledge	50
2.	Knowledge of Tourism/Hospitality Industry	10
2.	Knowledge of Computers	20
3.	Stenography Speed test	20

3. Assistant Accountant

Sr.No.	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of Accounting/ Balance sheets/ Profit & Loss statement/ GST/ taxation related matters/Tally	50
3.	Knowledge of Computer	15
4.	Knowledge of Tourism / Hospitality Industry	10

4. Manager Information Technology

Sr. No	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of Computer hardware, software, Computer application, web Designing,	60
3.	Knowledge of Tourism/ Hospitality sector	15

5. Manager Marketing

Sr. No	Syllabus	Marks
1	General knowledge	30
2.	Knowledge of Marketing/ Sales/ Financial Management/Tourism Industry/culture/history of State of Goa	50
3.	Knowledge of Computers	20

6. Manager Estate & Legal Affairs

Sr. No	Syllabus	Marks
1	General knowledge	25
2.	Knowledge of CPC/ Contract Act/ Companies Act/ RTI / Transfer of property Act / Public Premises Act/ /Tourist Trade Act/ Tourist Places properties and maintenance Act / Local State Laws like lease land revenue code/ Tenancy Act	60
3.	Knowledge of Computers	15

From:-

Photo

To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Manager Marketing
Ref: OM No. 1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Manager Marketing having Recruitment rules as Follows: -

Essential:

1. Degree in any faculty from recognized University or equivalent.
2. Full time Post Graduate Diploma in Business Management/Post Graduate Diploma in Management/Master of Business Administration from recognized University with specialization in marketing.
3. Minimum 5 years work experience out of which at least 2 years should be in Tourism and hospitality sector.
4. Knowledge of Computer
5. Knowledge of Konkani.

Desirable:

1. Knowledge of Marathi.

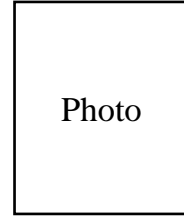
I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post.

My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)

From:-



To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Receptionist
Ref: OM No.1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Receptionist having Recruitment rules as

Follows: -

Essential

1. Three year Diploma in Hotel Management from a Govt. Recognized Institute or equivalent.

OR

Graduate from any faculty with minimum one year experience in Front Office/Reception in any hotel which has 'A'/'B'/'C' category Certificate By Department of Tourism, government of Goa or equivalent hotel in category 5/4/3/2 star registered with any State Govt. OR Ministry of Tourism or One year experience as Front Office Receptionist/executive on passenger Cruise Liner.

2. 6 months course in Computer Applications from Govt. Recognized Institution.
3. Knowledge of Konkani.

Desirable:

1. Knowledge of Marathi.

I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post.

My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)

From:-

Photo

To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Manager Information Technology
Ref: OM No.1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Manager Information Technology having Recruitment rules as Follows: -

Essential:

1. Graduate in Computer Science/Information Technology/Computer Engineering/Computer Application from Government recognized Institution or Equivalent.
2. Work Experience of 3 years in a hardware/software firm.
3. Knowledge of Konkani.

Desirable:

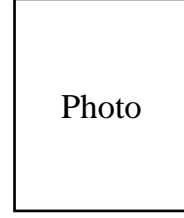
1. Knowledge of Marathi.

I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post. My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)

From:-



To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Manager Estate & legal Affairs
Ref: OM No.1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Manager Estate & legal Affairs having Recruitment rules as Follows: -

Essential:

1. Degree in Law from Govt. recognized University or Equivalent.
2. Experience of legal work in civil and property matters for a period of minimum 3 years or practice of Law as an Advocate attending to various court matters for minimum period of 3 years.
3. 6 months Certificate course in Computers from reputed Institute.
4. Knowledge of Konkani.

Desirable:

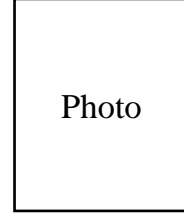
1. Knowledge of Marathi.

I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post. My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)

From:-



To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Assistant Accountant
Ref: OM No.1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Assistant Accountant having Recruitment rules as Follows: -

Essential:

1. Graduate in Commence from recognized university or Equivalent.
2. Minimum 2 years experience with Chartered Accountant and Minimum 2 years working experience in a reputed hospitality firm.
3. Certificate course in Tally/Accounting software with knowledge of GST and Taxation related matters.
4. Knowledge of Konkani.

Desirable:

1. Knowledge of Marathi.

I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post. My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)

From:-

Photo

To,
The Managing Director
Goa Tourism Development Corporation Ltd.,
Panaji Goa.

Sub: Application for the post of Jr. Steno
Ref: OM No. 1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms. _____ resident of _____ have applied for the post of Jr. Steno having Recruitment rules as

Follows: -

Essential:

1. Graduate from Government recognized Institute or its equivalent.
2. Shorthand - Speed of 100 WPM
3. Typing -Speed of 35 WPM
4. Knowledge of Computer
5. Knowledge of Konkani

Desirable:

1. Knowledge of Marathi

I _____ S/D/W/ of _____ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post.

My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully
(Name & Sign of Applicant)