



NORTH GOA DISTRICT MINERAL FOUNDATION (TRUST)

O/o - DIRECTORATE OF MINES AND GEOLOGY

GROUND FLOOR, INSTITUTE MENEZES BRAGANZA BUILDING

PANAJI-GOA

Phone No. 0832-2426431

website: www.dmg.goa.gov.in

email: dir-mine.goa@nic.in
dmfnorthgoa@gmail.com

No. DMF Admin/17/2024/Mines/North/2581

Date 28/10/2024
11

ADVERTISEMENT

VACANCY OF 01 (ONE) ACCOUNTANT AND 01 (ONE) ASSISTANT ON CONTRACT BASIS FOR NORTH GOA DMF (TRUST)

The North Goa District Mineral Foundation (DMF) Trust, is notified under Section 9B of the Mines and Minerals (Development and Regulation) Act, 1957 and under Goa District Mineral Foundation (Trust) Rules, 2018. The primary objective of the DMF is to work for the interest, benefit and sustainable development of persons and areas affected by mining related operations. The DMF is funded by statutory contributions from mining lease holders. The objective of the DMF is to utilize the fund accumulated in an effective, transparent and accountable manner as per the Goa DMF Rules and the Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) Guidelines.

2. Applications are invited by the North Goa DMF (Trust) for filling the post of 01 (One) Accountant and 01 (One) Assistant on contract basis for a period of 12 months.

| Sr. No. | Post | No. of Posts | Qualifications | Experience | Consolidated Remuneration per month in ₹ | Remarks |
|---------|------------|--------------|---|---|--|---|
| 1 | Accountant | 01 | (i) Degree of a recognized University, preferably in Commerce or Economics. (ii) Knowledge of Computer operations, bookkeeping, TDS, GST and all other accounting work. (iii) Konkani Essential, Marathi Desirable. | Retired Government Servants/Semi-Government having experience working as Accounts Officer/Assistant Accounts Officer/Accountant or similar. | 35,000/- | Purely on contract basis for a duration of 12 months. |

| | | | | | | |
|---|-----------|----|--|--|----------|---|
| 2 | Assistant | 01 | (i) Graduation or HSSC with computer applications, diploma or short term course. (ii) Konkani essential, Marathi desirable. | Candidates having experience working in Government/Semi-Government will be given preference. | 25,000/- | Purely on contract basis for a duration of 12 months. |
|---|-----------|----|--|--|----------|---|

3. Interested and eligible candidates fulfilling the requirements prescribed above are requested to submit their applications in the prescribed Application Form for above mentioned posts with the supporting documents along with proof of qualifications, experience and date of birth. The applications should be complete in all respects with self-attested copies of certificates as proof of Educational qualifications, birth certificate, 15 years residence certificate in Goa issued by the competent Authority, experience related documents, complete postal address, contact number and email id. The applicant shall affix latest passport size photograph on the application.

4. The application should reach this office on or before 13/12/2024 during working hours.

5. Applications of candidates who do not possess essential qualifications/experience for the post or valid certificates/documents are liable to be rejected.

6. The NGDMF(T) shall have the right to cancel the recruitment process without assigning any reason thereof.

7. The NGDMF(T) reserves the right to devise methods of selection of candidates for the posts based on merit.

Place: Panaji

Date: 26/11 /10/2024

26/11

Gitte

(Dr. Sneha Gitte)

Chairperson (DMF-North)/ Collector (North Goa)

APPLICATION FORM

Affix a
recent
Passport
Size Photo

To,
The Chairperson (NGDMFT),
North Goa District Mineral Foundation (Trust),
O/o The Directorate of Mines & Geology,
Ground Floor, Institute Menezes Braganza,
Panaji-Goa

1. Name of applicant in full (in Block Letters):-.....
(First Name) (Middle Name) (Last Name)
2. Name of the post applied for:- APPLICATION FOR THE POST OF
3. Gender:- (Male/Female)
4. Marital Status:-
5. Father's/Husband's Name:-
6. Address for correspondence (Block letters):-.....
.....
.....
7. Contact Mobile Number:-
8. Email-ID:
9. Date of Birth (dd/mm/yyyy):-
10. Age as on Date of Advertisement (yy/mm):-
11. Whether residing in Goa for last 15 years (Yes/No).....(If yes, attach valid Certificate).....
12. Nationality: -
13. Details of Essential Qualifications: -

| Sr. No | Examination Passed | Month & Year of Passing | Grade/Class/Division | Name of Board/University | Marks/Percentage Obtained |
|--------|--------------------|-------------------------|----------------------|--------------------------|---------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

14. Additional qualifications, if any (other than essential qualifications):-

| Sr. No | Examination Passed | Month & Year of Passing | Grade/Class/Division | Name of Board/University | Marks/Percentage Obtained |
|--------|--------------------|-------------------------|----------------------|--------------------------|---------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

15. Languages Known: - (Please tick appropriate column)

| Name of Languages | Read | Write | Speak |
|--------------------------|------|-------|-------|
| English | | | |
| Konkani | | | |
| Marathi | | | |
| Hindi | | | |
| If other, please specify | | | |

b. Details of Work Experience:-

| Sr. No. | Name of the Organisation/Institution/Establishment | Designation of the posts held | Nature of work handled | From | To |
|---------|--|-------------------------------|------------------------|------|----|
| | | | | | |
| | | | | | |
| | | | | | |

Place : _____
Date : / /2024

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject my candidature to be cancelled in the event that the above facts are found to be falsified.

Signature of the Candidate