



**Directorate of Food & Drugs Administration**  
Government of Goa  
"Dhanwantari", Opp. The Shrine of Holy Cross,  
Bambolim - Goa. 403 202  
Phone Nos.: +91 (832) - 2459230/ 2459226 Fax No.: 0832-2459223  
[www.dfda.goa.gov.in](http://www.dfda.goa.gov.in)



**ADVERTISEMENT**

No. 367/DFDA/Cont.Veh/Admn./2021-22/ 1059

dated 25/05/2021

Applications are invited from eligible candidates for filling up the below mentioned posts purely on contract basis for **2 months** in the Directorate of Food and Drugs Administration, 'Dhanwantari' opp. Shrine of Holy Cross, Bambolim, Goa on or **before 31/05/2021**; as per the MOU signed with FSSAI, New Delhi.

The detailed guidelines and procedure to apply online will be made available on official website [www.dfda.goa.gov.in](http://www.dfda.goa.gov.in)

Post Name	No. of Posts	Consolidated Remuneration	Duration of Contract
Data Entry Operator	02	Rs.18500/- per month	2 months
Multi Tasking Staff	01	Rs.18500/- per month	2 months

**Sd/-**  
**(Jyoti J. Sardesai)**  
Director  
Directorate of Food & Drugs Admn.



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Post Name	No. of Posts	Consolidated Remuneration	Duration of Contract
Data Entry Operator	02	Rs.18500/- per month	2 months
Multi Tasking Staff	01	Rs.18500/- per month	2 months

**Required Qualifications for the post of Data Entry Operator:**

1. Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualifications from a recognized Institution
2. Knowledge of computer application / operations with typing speed of 30 words per minutes in English.
3. Knowledge of Konkani

**Desirable:** Knowledge of Marathi

**Required Qualifications for the post of Multi Tasking Staff:**

1. Passed Secondary School Certificate Examination from a Recognized Board/Institution.  
OR  
Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.

**Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.**

2. Knowledge of Konkani

**Desirable:**

- (i) Knowledge of Konkani
- (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

**Sd/-**  
**(Jyoti J. Sardesai)**

Director  
Directorate of Food & Drugs Admn.

## **INSTRUCTIONS:-**

1. Applications to be made online through the link to be provided on the official website [www.dfda.goa.gov.in](http://www.dfda.goa.gov.in). No application shall be accepted in any other mode.
2. Separate application should be submitted for each post, in case the candidate applies for more than one post.
3. Only the eligible candidates fulfilling the criteria as per Advertisement and instructions shall apply and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though he/she has passed the examination.
4. The crucial date for determining the age, qualification and experience shall be 31/05/2021 (Closing date) for appointment to the above posts.
5. The eligible candidates will be selected based on interview only. The date of interview shall be intimated to the eligible candidates through sms/email provided by them.
6. The appointments are purely contract basis of two months only as per the MOU signed with FSSAI, New Delhi.



**Directorate of Food & Drugs Administration**

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*"Dhanwantari", Opp. The Shrine of Holy Cross, Bambolim - Goa. 403 202.*

No.367/DFDA/Cont.-Veh/Admn/2021-22/1058

Dated:- 25/05/2021

To,  
The Director,  
Directorate of Information & Publicity,  
Udyog Bhavan,  
Panaji Goa.

**Sub:- Release of Advertisement.....reg.**

Sir,

I am forwarding herewith Advertisement regarding filling up of posts purely on contract basis for 2 months in the Directorate of Food and Drugs Administration, Bambolim, Goa to be published on 26/05/2021 in the 3 (three) local daily newspapers, English, Marathi and Konkani language each. (size 12 cm x 10 cm).

Yours faithfully,

Sd/-

**(Jyoti J. Sardesai)**

Director

Directorate of Food & Drugs Admn.

Encl:- As above.

Copy to:-

The Director of Information and Technology, 2<sup>nd</sup> Floor, IT Hub, Altinho, Panaji Goa.

