

**INSTITUTE OF PUBLIC ASSISTANCE
PROVEDORIA MALA,
PANAJI – GOA**

No. 1-1/2025/IPA dated 27/10/2025

ADVERTISEMENT No.1- 2025.

Application in prescribed form mentioned below by giving details such as full name, complete address, date of birth, educational qualification and employment registration number, category, duly supported with attested copies of the certificate of educational qualifications. Cast certificate, certificate of 15 years residence in Goa issued by the Competent Authority alongwith the passport size photograph pasted on the right side of the application are invited by the Director, Institute of Public Assistance (Providoria), Mala, Panaji-Goa latest by 13/11/2025 before 3:00. p.m. for filling up the below mentioned posts on regular basis.

SR. NO.	DESIGNATION OF THE POST	NUMBER OF POSTS	EDUCATIONAL & OTHER QUALIFICATION
1.	Auxiliary Nurse Midwifery	8 Posts 4 -- UR 1 – ST 3– OBC In pay band of ₹ 5200-20200+GP1900 <u>Place of work</u> IPA (Providoria), Institutions (old aged homes) for 10 old age home at North Goa/South Goa	<u>Essential</u> 1. H.S.S.C.E. or equivalent Qualification 2. Auxiliary Nursing Midwifery course 3. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi
2.	Lower Division Clerk	10 posts 4- OBC 4- UR 1- ST 1- EWS in pay band of ₹ 5200-20200+GP1900 <u>Place of work</u> IPA (Providoria), Head Office Panaji-Goa/Branch Office at Margao-Goa.	<u>Essential</u> 1. H.S.S.C.E. or equivalent Qualification from recognized Institution 2. Should be Computer Literate 3. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi
3.	Asst. Steward/ess	3 Posts 1 - UR 2 – OBC In pay band of ₹ 5200-20200+GP1900 <u>Place of work</u> IPA (Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	<u>Essential</u> 1. H.S.S.C.E. or equivalent Qualification 2. Should be Computer Literate 3. Knowledge of Konkani <u>Desirable</u> 1. One year experience in School welfare agency in residential, Institution or field worker. 2. Knowledge of Marathi.
4.	Cooks	14 Posts 9 – UR 1 - ST 3 - OBC 1 – EWS In pay band of ₹ 5200-20200+GP1800 <u>Place of work</u> IPA(Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	<u>Essential</u> 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Certificate course in cooking of minimum six months duration from Government recognized institution. 3. Six months experience in cooking and food production in hospital/hotel/canteen serving minimum 50 person 4. Knowledge of Konkani <u>Desirable</u> Knowledge of Marathi.

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27/04/25

5.	Caretaker	21 Posts 11 – UR 2 –ST 6 – OBC 2 – EWS In pay band of ₹ 5200-20200+GP1800 Place of work IPA(Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	Essential 1. Passed SSCE. from recognized Board/ Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Six months course in Home Nursing through an Institute approved by the Government. 3. Six months experience in a hospital/Child Care facility/nursing home/old age home. 4. Knowledge of Konkani Desirable Knowledge of Marathi.
6.	Peon/MTS	1 Post 1 – PD In pay band of ₹ 5200-20200+GP1800	Essential 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Knowledge of Konkani Desirable Knowledge of Marathi.
7.	Servants/MTS	9 Posts 7 – UR 1-SC 1 – PD In pay band of ₹ 5200-20200+GP1800 Place of work IPA(Providoria), Institutions has 10 old aged homes and 2 Centres North Goa/South Goa	Essential 1. Passed SSCE. from recognized Board Institution or passed course conducted by Industrial Training Institute or equivalent qualification in relevant trade from a recognize Institutions. 2. Knowledge of Konkani Desirable Knowledge of Marathi.

NOTE:

- For all the above posts age limit - Not exceeding 45 years (Relaxable for Government Servants upto 5 years in accordance with the order or instructions issued by the Government from time to time, OBC-3 years and SC/ST- 5 years).
- The person selected for the post of Servants /MTS and Caretaker shall compulsorily have to clean the bedridden/old aged residents in respect of urinal/bed pan and other duties assigned by the superiors.
- Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post.
- Candidate shall download the Application Format from the departmental website www.ipagoa.org.in
- For any enquiry for filling up of application, the candidates may contact the landline No. 0832-2223356 only on working days between 10.00a.m. to 5.00 p.m.
- The Director IPA(Providoria) reserve the rights to cancel the Recruitment process at any time without any further notice and without assigning any reason thereof.
- The incomplete applications and those applications received after prescribed date will not be entertained.

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 15/04/25

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PRESCRIBED APPLICATION PROFORMA

Affix
Passport
size
photograph

To,
The Director,
Institute of Public Assistance,
(Providoria), Mala,
Panaji-Goa

Sub: Application for the post of _____ (Category : _____)

Ref: Advertisement No. 1/2025

1. Name:- (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth: - _____ 4. Age _____
5. Gender (Male/Female) _____ 6. Marital Status _____
7. Address for Correspondence _____

8. Category _____ (Scheduled Tribe /Scheduled caste/ Other Backward
Classes/Children of Freedom Fighters/Ex-servicemen/Unreserved, PD).
9. Contact Details: a) Landline No. _____
b) Mobile No. _____
c) e-mail _____
10. Employment Exchange Reg. No. _____ Valid up to _____
11. Educational Qualifications:

Sr. No.	Degree/Diploma/certificate	Month & Year of passing	Name of Institution /Board University	% achieved
1	2	3	4	5

(Note: May attach additional sheets, if required)

12. Work experience in the field:

Sr. No.	Place of work	Post Held	Date		Period
			From	Up to	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

13. Extra Curricular activities, if any along with supporting document/certificates: _____

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DECLARATION

I will submit the required documents in original alongwith attested copies of the same at the time of selection. I understand that in the event of any information furnished or certificates found to be false or incorrect or not as per the prescribed educational qualification my contribution for the post applied for is liable to be cancelled/rejected even after selection and shall be held liable for the consequences thereon.

Place: _____

Dated: _____

Signature of the candidate
Name:-

NOTE: Attested copies of the following certificates in proof of being authentic should be enclosed without fail

1. Birth Certificate
2. Cast Certificate (if applicable).
3. Valid Employment Exchange Registration Card
4. Educational & Technical Qualification
5. Experience Certificate
6. 15 years Residence Certificate in Goa, issued by the Taluka Mamlatdar.
7. Any other certificate, found relevant.