

MOPA AIRPORT DEVELOPMENT AUTHORITY
Autonomous Body of Government of Goa
UG-4, Bldg- B, New Market Complex
Porvorim, Goa-403521

Applications are invited in the prescribed proforma for filling up following posts in the Mopa Airport Development Authority, on regular basis. The last date for receipt of application is 5th June, 2026 till 5.45pm.

1.	Designation of the post : - Upper Division Clerk	
	No. of post - 1	Unreserved – 01
	Level of Pay	Level 4
	Qualifications	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from a recognized University. 2. One year experience in administrative work. 3. Minimum six months Diploma Course Certificate in Computer from Information Technology Knowledge center/ Computer Institute recognized by Info Tech Corporation of Goa Ltd. or from an Institute recognized by Government of India or minimum six months Diploma/Course Certificate in Computer approved by Human Resource Development Foundation affiliated to Directorate of Skill Development and Entrepreneurship, shall be mandatory. 4. Candidates possessing Degree/Diploma Certificate in Computers/Computer Science/ Computer Applications / Information Technology/ Electronics/ Electronics and Telecommunications/ Electrical and Electronics, from a recognized University / State Board of Technical Education and Trade Certificate/ Course Certificate in Computer and Programming Assistant from a recognized Industrial Training Institute, shall be exempted from producing Diploma Course Certificate. 5. Knowledge of Konkani. <p>Desirable:</p> <p>(1) Knowledge of Marathi.</p>
2.	Designation of the post : - Lower Division Clerk	
	No. of posts - 2	Unreserved – 02
	Level of pay	Level 2
	Qualifications	<p>Essential:</p> <ol style="list-style-type: none"> 1. Higher Secondary School Certificate from a recognized Board/Institute or All India Council for Technical Education and approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.

		<p>2. Knowledge of Computer with typing speed of 30 words per minute in English.</p> <p>3. Knowledge of Konkani.</p> <p>4. Atleast one year working experience:</p> <p>a) as an apprentice under the Apprentices Act; or</p> <p>b) In a Government Department/ Organisation/Office/Institute; or</p> <p>c) In a Semi-Government Organisation /Office / Institute; or</p> <p>d) In a Factory /Company ; or</p> <p>e) In any other private Establishment were not less than 5 persons are employed.</p> <p><i>Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-</i></p> <p>i) certificate of experience issued by employer.</p> <p>ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.</p> <p>iii) certified copy of the Statement in Form-I submitted by employer to the Labour Inspector.</p> <p>Desirable:</p> <p>(1) Knowledge of Marathi.</p>
3.	Designation of the post : - Driver	
	No. of posts - 1	Unreserved – 1
	Level of Pay	Level 2
	Qualifications	<p>Essential:</p> <p>1. Secondary School Certificate from a recognized Board/Institution or successfully completed the course conducted by a recognized Industrial Training Institute.</p> <p>2. Driving license for light vehicle.</p> <p>3. Knowledge of Konkani.</p> <p>Desirable:</p> <p>(1) Knowledge of Marathi.</p>
4.	Designation of the post : - Multi Tasking Staff	
	No. of posts - 1	Unreserved – 1
	Level of Pay	Level 1
	Qualifications	<p>Essential:</p> <p>1. Secondary School Certificate Examination from a recognized Board /Institution or passed Course conducted by Industrial Training Institute or equivalent qualification, from a recognized Institution.</p> <p>Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <p>2. Knowledge of Konkani.</p> <p>Desirable:</p> <p>(1) Knowledge of Marathi.</p> <p>(2) Multi tasking skills such as knowledge of operating office machines including computers.</p>

Age not exceeding 45 years (relaxable in accordance with the instructions or orders issued by the Government).

- 1) 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. However, the candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination.
- 2) Qualification and age as on 5th June 2026 shall be considered for appointment to the above posts.
- 3) Late and incomplete applications will be summarily rejected.
- 4) It is mandatory to submit a separate application while applying for different posts.
- 5) The application format may be downloaded from website <https://dca.goa.gov.in>.
- 6) Application should be addressed to the **Member Secretary, Mopa Airport Development Authority, Autonomous Body of Government of Goa, UG-4, Bldg- B, New Market Complex, Porvorim, Goa-403521.**

To,
The Member Secretary,
Mopa Airport Development Authority,
Autonomous Body of Government of Goa,
Bldg- B, UG-4, New Market Complex,
Porvorim- Goa

Self
attested
photo

Sub:- Application for the post of UDC/LDC/Driver/MTS

1. Full Name (In capital letters) :
2. Gender (Male/Female) :
3. Marital Status :
4. Father's name :
5. Address for correspondence :
alongwith pincode
6. Taluka :
7. District :
8. Nationality :
9. Contact No. :
10. Email ID :
11. Date of Birth :
12. Age as on date of advertisement :
(D/M/Y)
13. No. & date of valid 15 years :
Residence Certificate of Goa
14. Employment Registration No. :
15. Languages Known :
16. Whether poses required essential
Qualifications :

(Separate application should be given for different posts)

DECLARATION

“I _____s/d/w of _____hereby declare that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment is liable to be **REJECTED OR CANCELLED EVEN AFTER SELECTION.**

Place:-

Dated:-

(Signature of the Applicant)