



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) with CGPA of 3.15/4.00

Applications stating full name, address, age with date of birth, educational qualifications (from S.S.C. onwards) with marks and percentages secured and experience are invited from Indian Nationals for the following post:

(A) LOWER DIVISION CLERK – 01 POST (RESERVED - 01 OBC)- REGULAR BASIS

Qualifications:

Essential:

- Higher Secondary School Certificate or equivalent qualification from a recognized institution.
- Should be computer literate.
- Knowledge of Konkani

Desirable:

- Knowledge of Marathi

Salary: Level in the Pay Matrix L-2.

Age: Not exceeding 45 years (relaxable for Govt. Servants up to 5 years in accordance with the instructions/orders issued by the Government from time to time).

- Candidates who are already employed shall send their applications through proper channel and shall account for break in service, if any, in their academic career.
- Application should be supported with attested copies of certificates of Educational Qualifications along with all Mark Sheets, Birth Certificate, Experience Certificates, valid 15 years residence certificate in Goa, Caste Certificate, Employment Card issued by the competent authority should reach the undersigned within 15 days from the date of publication of the advertisement.
- Qualification degree and age as on **08/02/2024** shall be considered for appointment to the above post.
- Late and incomplete applications will be rejected outright.
- Applications not supported with the requisite certificates shall be liable for rejection.
- Application should be addressed to the Principal, **Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez-Goa 403 507.**
- The applications can be sent by post or dropped in the Inward Box at the college from 9.00 a.m. to 3.30 p.m. (Monday to Saturday).
- Candidates applying for the above post should compulsorily fill the Google form and submit the hard copy of the same along with the application.

Google Form Link - <https://forms.gle/BhSQ5FmTrFvU5pM7A>

- The right to fill up the above mentioned post is reserved.

Date: 25/01/2024.

Sd/-
PRINCIPAL