



*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 (4<sup>th</sup> cycle) with CGPA of 3.15/4.00**

**ISO 9001:2015 & ISO 14001:2015 Certified**

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

**(A) ACCOUNTANT – 01 POST (UNRESERVED)**

**Qualifications:**

Essential:

- (1) B.Com. with Advanced Accountancy of a recognized University.
- (2) At least 3 years experience of accounts works in a University /Govt. Department/ Educational Institutions or College.

**Desirable:**

- (1) Knowledge of Konkani and/or Marathi.
- (2) Experience with MS Office (Word and Excel) and Tally –ERP Accounting Software.
- (3) Exposure to Audit related matters.

Salary: Level in the Pay Matrix L-6 (Basic Rs.35,400/-).

**(B) LABORATORY ASSISTANT – 02 POSTS (Reserved - 01 OBC AND 01 ST)**

**Qualifications:**

Essential:

- (1) Intermediate/Sr. Cambridge/Higher Secondary Certificate with Science subjects or equivalent qualifications.

**Desirable:**

- (1) Experience of handling tools and stores.
- (2) Knowledge of Konkani and/or Marathi.

Salary: Level in the Pay Matrix L-4 (Basic Rs.25,500/-).

**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).**

1. 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.
2. 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.
3. Qualification degree and age as on **27/05/2022** shall be considered for appointment to the above post.
4. Late and incomplete applications will be rejected outright.
5. Applications not supported with the requisite certificates shall be liable for rejection.
6. Application should be addressed to the Principal, **Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez-Goa 403 507.**
7. 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).
8. The right to fill up the above mentioned post is reserved.

**Date: 12/05/2022.**

**Sd/-**  
**PRINCIPAL**