



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 posts:

(1) LOWER DIVISION CLERK – 02 POSTS - CONTRACT BASIS

Qualifications:

Essential:

1. Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
2. Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.
3. Knowledge of Konkani.
4. Atleast one year working experience:-
 - a. as an apprentice under the Apprentices Act; or
 - b. in a Government Department/Organization/Office/Institute; or
 - c. in a Semi-Government Organization/Office/Institute; or
 - d. in a Factory/Company; or
 - e. in any other private Establishment where not less than 05 persons are employed.

Note: - In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) Certificate of experience issued by employer.
- (ii) Certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) Certified copy of the Statement in form I submitted by employer to the Labour Inspector.

Desirable:

1. Knowledge of Marathi.

Salary: As per Government of Goa and Directorate of Higher Education.

Age: Not exceeding 45 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Government from time to time).

(2) MULTI-TASKING STAFF – 01 POST (UNRESERVED) – REGULAR BASIS

Qualifications:

Essential:

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 post relates to technical work.
2. Knowledge of Konkani.
3. Atleast one year working experience:-
 - a. as an apprentice under the Apprentices Act; or
 - b. in a Government Department/Organization/Office/Institute; or
 - c. in a Semi-Government Organization/Office/Institute; or
 - d. in a Factory/Company; or

e. in any other private Establishment where not less than 05 persons are employed.

Note: - In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) Certificate of experience issued by employer.
- (ii) Certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) Certified copy of the Statement in form I submitted by employer to the Labour Inspector.

Desirable:

1. Knowledge of Marathi.
2. Multi-tasking skills such as knowledge of operating office machines including computers.

Salary: Level in the Pay Matrix L-1.

Age: Not exceeding 45 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Government from time to time).

1. 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, Employment Card issued by the competent authority should reach the undersigned within 15 days from the date of publication of the advertisement.
2. 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.
3. Late and incomplete applications will be rejected outright.
4. The right to fill up the above mentioned posts is reserved.
5. Qualification degree and age as on **26/02/2026** shall be considered for appointment to the above post.
6. Applications not supported with the requisite certificates shall be liable for rejection.
7. Application should be addressed to the Chairman, **Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez-Goa 403 507.**
8. 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).
9. Candidates applying for the above posts have to compulsorily fill google form available on the college website and submit the hard copy of the same along with the application.

Google Form Link:

1. Lower Division Clerk - <https://forms.gle/B5b3ELYTaZYktJvz8>
2. Multi-tasking Staff - <https://forms.gle/iieVNpyzVYwHMa499>

Date: 11/02/2026

Sd/-
Shri. Kiran H. Shirodkar
CHAIRMAN