



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:

(1) 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.

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 Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Government from time to time).

- Application along with attested photo copies of all educational qualifications, Experience Certificates, Birth Certificate, valid 15 years Residence Certificate from competent authority and Employment Card should reach the undersigned within 15 days from the date of publication of the advertisement.
- 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.
- Late and Incomplete applications will be rejected outright.
- The right to fill up the above mentioned post is reserved.
- Candidates 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: <https://forms.gle/zoDrXAnTocZAvEVF6>

- Qualification degree and age as on 28/08/2026 shall be considered for appointment to the above post.
- Applications not supported with the requisite certificates shall be liable for rejection.
- Application should be addressed to the Chairman, Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez-Goa 403 507.
- The application 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).

Date:13/08/2026

Sd/-
Shri. Kiran H. Shirodkar
CHAIRMAN