

APPOINTMENT

**Goa Vidyaprasarak Mandal's
Dr. Dada Vaidya College of Education,
Shri. Sitaram Kerkar Vidya Sankul,
Farmagudi, Ponda – Goa. 403401**

Applications with photograph stating full Bio-data, marks and percentage secured from S.S.C onwards along with attested copies of all educational qualifications, age not exceeding 45 years (Relaxable for Government servants upto five years in accordance with instruction or orders issued by the Government from time to time), birth certificate, experience certificates, latest Residential Certificate for 15 years, valid employment exchange registration card and other relevant certificates are invited for the following posts.

1. Lower Division Clerk ----- 1Post (General Category) (Regular Basis)
2. Lower Division Clerk ----- 1Post (OBC Category) (Regular Basis)

Essential Qualifications :

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. For post at Sr. No 2 OBC candidates should attach valid Caste Certificate issued by competent authorities.
4. Knowledge of Konkani.
5. At least 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.

Note : Age, Recruitment Rules and other service conditions will be in accordance with the orders issued by Government from time to time.

Application should reach the undersigned within 15 days from the date of publications of this advertisement. Applications received after prescribed date / incomplete and / or without relevant self-attested documents will be rejected and no intimation will be sent to the applicants in this regard.

Date : 26/12/2023.

Dr. Jojen Mathew
Offig. Principal