

Dempo Charities Trust's
SRINIVASSA SINAI DEMPO COLLEGE OF COMMERCE & ECONOMICS
Deendayal Integrated School Complex, Cujira, Goa 403202
Tel: 0832 – 2976649; Email: principal@dempocollege.edu.in
Website: www.dempocollege.edu.in

Invites applications from eligible candidates for :

On Regular basis

- 1) **LOWER DIVISION CLERK (LDC) – (Unreserved) – 01 Post**
- 2) **MULTI TASKING STAFF (MTS) – (OBC CATEGORY) – 01 Post**

on Contract basis

- 3) **LOWER DIVISION CLERK (LDC) – (Substitute Leave Vacancy till 31.12.2023) – 01 Post
on purely temporary basis**

Essential Qualifications:

For Post 1 & 3 :

- (i) Possessing Higher Secondary School Certificate from a recognized Board or its equivalent.
- (ii) Should be Computer Literate.
- (iii) Knowledge of Konkani and Domicile required

For Post 2:

- (i) 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.
- (ii) Knowledge of Konkani and Domicile required.

Desirable – (i) Knowledge of Marathi

- (ii) Hands on Experience of MS-Office and Digital Art/Design (for post No. 1)
- (iii) Multi-tasking skills such as knowledge of operating office machines including Computers (for post No. 2)

Pay Scale: - 1) Level 2, Cell 1 – Pay matrix starting Rs. 19900.

2) Level 1, Cell 1 – Pay matrix starting Rs. 18000.

3) Consolidated pay approved by Directorate of Higher Education, Govt. of Goa

Age: Not exceeding 45 years (Relaxation as per rules).

Applications stating full name, address, educational qualifications from S.S.C.E onwards, alongwith self- attested copies of Marksheets, Birth Certificate, valid Caste certificate (if applicable) valid Residence Certificate, valid employment exchange registration, should reach the Principal within 15 days from date of advertisement.

Applications received with incomplete documents or received after the due date, shall be considered invalid.

Candidates who are already employed must send their application through proper channel.

The right to fill up the above post is reserved.

Date: 16.05.2023

Dr. Manoj S. Kamat
Professor and Principal