

**SWAMI VIVEKANAND VIDYAPRASARAK MANDAL'S
COLLEGE OF COMMERCE**

Bori , Ponda – Goa. 403401

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Applications are invited from Indian Nationals, domiciled in Goa, for the following posts within 15 days from the date of publication.

Sr.No.	Category of the post	Post/Category
01	LDC	02 posts (01 – UR, 01 – OBC)
02	Jr. Stenographer	01 post (UR)
03	Laboratory Assistant – Information Technology	01 post (UR)
04	MTS -Laboratories (Information Technology)	01 post (ST)
05	Counsellor	01 post - Contract basis

Mandatory Requirements for all the posts:

- a) Certificate of 15 years Residence in Goa, issued by competent authority of Govt. of Goa.
- b) Knowledge of Konkani

Desirable qualification:

- c) Knowledge of Marathi

Essential Qualifications:

I) Lower Division Clerk (LDC):

- a) Possessing Higher Secondary School Certificate from a recognized Board or equivalent.
- b) Should be Computer literate.
- c) Age – Not exceeding 45 years (Relaxable as per rules)

II) Jr. Stenographer:

- a) Higher Secondary School Certificate or equivalent qualification from a recognised institution.
- b) Should be Computer Literate.
- c) Speed of 100 words per minute in Short hand and 35 words per minute in Typewriting.
- d) Age – Not exceeding 45 years (Relaxable as per rules)



III) Laboratory Assistant (Information Technology):

- a) Intermediate /Sr. Cambridge/Higher Secondary Certificate with Science subjects or equivalent qualifications.
- b) Age – Not exceeding 45 years (Relaxable as per rules)

Desirable qualification:

- a) Experience of handling tools and stores.

IV) MTS :

- a) Passed Secondary School Certificate Examination from a recognized Board/Institution.
OR
- b) 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 posts relates to technical work.
- c) Age – Not exceeding 45 years (Relaxable as per rules)

Desirable qualification:

- a) Multi-tasking skills such as knowledge of operating office machines including computers.

V) Counsellor:

- a) Master in Psychology/ Human Development from a recognised University/Institution with 55% marks in aggregate.

Desirable qualification:

- a) Specialized in Clinical/Counselling Psychology.
- b) Minimum experience of 1 year working as a Counsellor.

Pay: As prescribed by Government of Goa.

Applications stating full name, address, educational qualifications from S.S.C. onwards, alongwith self-attested copies of 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.

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Application 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.

N.B.: This advertisement is issued on for the purpose of selection, and the right of appointment is reserved and subject to NOC of Directorate of Higher Education, Government of Goa.

Date: 24th May 2023


Dr. (CA) Subhramanya Bhat

PRINCIPAL
S.V.V.M's COLLEGE OF COMMERCE
Bori-Ponda-Goa

