

Vidya Vikas Mandal's
GOVIND RAMNATH KARE COLLEGE OF LAW
(Affiliated to Goa University)
Shree Damodar Educational Campus
P.O.Box.777, G.R.Kare Road, Tansor, Comba
Margao-Goa 403601

[Re-accredited by NAAC with B++ Grade, CGPA of 2.78 on a 4.0 point scale]

Applications are invited for the post of **Junior Stenographer** on regular basis (General Category)

Qualifications:

- Essential:-** 1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education
2) Speed of 100 words per minute in short hand and 35 words per minute in typing.
3) Minimum 3 months certificate course in Computers
4) Knowledge of Konkani

Desirable:- Knowledge of Marathi

Age Limit: Shall not be 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.

Pay and Service conditions: As prescribed by Directorate of Higher Education, Govt. of Goa and other competent authorities.

Note:

1. The application giving full details such as full name and address, date of birth, contact number, educational qualifications, experience (if any), along with self-attested copies of certificates of qualifications, computer literacy certificate, experience certificate, birth certificate, valid employment registration card, valid 15 years residence certificate in Goa issued by competent authorities, shall reach the Principal within 15 days from the date of publication of this advertisement. A passport size photograph shall also be affixed to the application.
2. The envelope containing applications to be superscribed mentioning the post applied for. Candidates already employed shall send their applications through proper channel.
3. The appointing authority reserves the right to devise methods of selection of candidates for the post based on merit, such as skill tests to examine:
 - (a) Short-hand speed using aural/ audio techniques,
 - (b) Type writing speed with hands-on exercises,
 - (c) Hands-on/ use of basic computer office operations,which shall be used as a prerequisite to be eligible/shortlisted to appear for a written test, which includes:
 - (i) Drafting and typing of letters and replies to authorities, notices, circulars, etc. in the institutions,
 - (ii) Theoretical basics of computer operations,
 - (iii) Responses to basic questions on general knowledge, current affairs, public administration and higher education,
 - (iv) Knowledge of Konkani language, and
 - (v) Any other questions relating to the job profile.
4. Incomplete applications shall not be considered for selection.
5. The right to fill up the above mentioned post is reserved.

Date: 15/07/2022

Dr. Saba Da Silva
(Professor & Principal)