

**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 **Lower Division Clerk** on regular basis (OBC Category)

**Qualifications:**

**Essential:-** 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) 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 Officiating 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) Type writing speed with hands-on exercises,

(b) 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: 16/3/2025



  
Dr. Maria Goretti Simoes  
(Officiating Principal)