

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 01post unreserved(Regular Basis)**

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 **three months** certificate course in Computers

4) Knowledge of Konkani

5) Atleast **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: - 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 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 office of Vice 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 (35 words per minutes)

(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) General knowledge, current affairs and public administration.

(iv) Knowledge of Konkani language, shall also be tested.

(v) Any other questions relating to the job profile.

4. Incomplete applications and applications received after due dates shall be liable for rejection.

5. The right to fill up the above-mentioned post is reserved.

Date: 25/7/2026



Simoes
Dr. Maria Goretti Simoes
(Vice Principal)