

ST. XAVIER'S COLLEGE – MAPUSA – GOA

Minority Institution under Article 30(1) of the Indian Constitution

(Affiliated to Goa University) (Grant-in-Aid)

Re-Accredited by NAAC with 'A' Grade with a CGPA Score of 3.12 (4th Cycle)

Applications stating full name, Address, Age with date of birth, Educational Qualifications (from S.S.C.E. onwards) with marks and percentages secured and experience, contact no. are invited from Indian Nationals for the following posts:

(A) Laboratory Assistant - 01 Post - (Regular)

Qualifications:

Essential:

- (1) Intermediate/Sr.Cambridge/Higher Secondary Certificate with Science subjects or equivalent qualifications.
- (2) Knowledge of Konkani.

Desirable:

- (1) Experience of handling tools will be preferred.
- (2) Knowledge of Marathi.

(B) Lower Division Clerk – 01 Post – Contract Basis for 12 months – Examination Section

Essential:

- (1) Std. XII (H.S.C.C.E.) from a recognized Board/Institution
- (2) Should be Computer Literate.
- (3) Knowledge of Konkani.

Desirable:

- (1) Knowledge of Marathi.

(C) Multi-tasking Staff - 01 Post - (Regular)

(D) Multi-tasking Staff – 01 Post – (Contract Basis – Extra-Ordinary Leave Vacancy upto 15.05.2026)

Qualifications:

Essential:

- (1) 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 recognized Institution.

- (2) Knowledge of Konkani

Desirable:

- (1) Knowledge of Marathi
- (2) Multi-Tasking Skills such as knowledge of operating office machines including computers.

SERVICE CONDITIONS:-

Age: 1. Not exceeding 45 years(relaxable for Govt. Servants up to 5 years in accordance with the instructions/orders issued by the Government from time to time).

2. As per the provisions of Directorate of Higher Education, Govt. of Goa, Diocesan Society of Education and other competent authorities.

3. Candidates must have 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

Candidates who are already employed shall send their applications through proper channel and shall account for break in service, if any, in their academic career.

Incomplete applications will be rejected outright.

The right to fill up the above mentioned posts is reserved.

Application along with attested photocopies of all educational qualifications from S.S.C.E. onwards, Birth Certificate, valid 15 years Residence Certificate (in Goa) and valid Employment Exchange Registration Card should reach within 10 days from the date of publication of the Advertisement The Acting Principal, St. Xavier's College, Mapusa-Goa 403 507 by superscribing on the envelope "Application for the post of".

Date: 09/07/2024

Sd/-

**Fr. Antonio F. Salema
Administrator**

St. Xavier's College, Mapusa, Goa.