

DIOCESAN SOCIETY OF EDUCATION

ST. XAVIER'S COLLEGE – MAPUSA – GOA

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

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

Reaccredited by NAAC with 'A' Grade (4th Cycle)

Applications from qualified candidates stating full name, Address, Age with date of birth, Educational Qualifications (from S.S.C.E. onwards) with marks and percentages secured, experience certificates, latest 15 years Residential Certificate, valid employment exchange registration card, contact number, are invited from Indian Nationals, for the following posts:

(A) Lower Division Clerk - 01 Post - (Regular)

Qualifications:

Essential:

- (1) Higher Secondary School Certificate or equivalent qualification from a recognized Institution.
- (2) Should be Computer Literate.
- (3) Knowledge of Konkani.

Desirable:

- (1) Knowledge of Marathi.

(B) Multi-tasking Staff - 02 Posts - (Regular)

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.

(C) Laboratory Assistant – 01 Post – (Regular)

Qualifications:

Essential:

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

Desirable:

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

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

(Extendable yearly for a maximum period of 5 years only)

(E) Lower Division Clerk – 01 Post – Contract Basis – Maternity Leave Vacancy upto 08.04.2026

Qualifications for Posts at D & E

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

SERVICE CONDITIONS:-

1. Age 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. Scale of Pay & Terms and Conditions of service as per the provisions of Directorate of Higher Education, Govt. of Goa, Diocesan Society of Education and other competent authorities.
3. For the above posts, 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

NOTE: 1. Applications should be filled online, on the link provided on the College Website:

www.xavierscollegegoa.ac.in - link open from 23.02.2026 till 09.03.2026 (midnight).

2. **Online applications shall be treated as provisional. Candidates shall be required to produce Hard Copies of the application alongwith all self-attested photocopies of relevant documents at the time of document verification/interview.**

Google Form link: <https://forms.gle/cBHUMKR5XTsT4NBq9>

Date: 23.02.2026

Sd/-

**Fr. Antonio F. Salema
Administrator**

St. Xavier's College, Mapusa, Goa.

