NIRMALA INSTITUTE OF EDUCATION
Altinho, Panaji, Goa – 403001

Online Applications are invited for the following permanent regular post

	Name of the post	Scale of Pay	Category	No. of Post
1	Junior Stenographer	Level 4	General	01

Essential Qualifications

(1) 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) Should be computer literate (3) Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting

(4) 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."

Essential: Certificate of 15 years residence in Goa and knowledge of Konkani
Desirable: Knowledge of Marathi
Scale of pay and terms and conditions of service: as prescribed by Directorate of Higher Education, Govt. of Goa and other competent authorities as revised from time to time.

Candidates are required to compulsorily complete and submit the online Application Form available on the NIE website **www.nirmalainstitute.org.** Upon submission of the online Application Form, an automated email will be sent to the candidate's email address. The candidate shall take a printout of the automated email and submit the hard copy along with the Annexure A, duly accompanied by a photograph and self-certified photocopies of all relevant documents from SSC onwards, experience certificates, publications, etc. on or before 26/09/2026 by 5:00 pm.

S/d
Dr. Russell D'Souza
Principal
12/09/2026