

NIRMALA INSTITUTE OF EDUCATION

Altinho, Panaji, Goa

Applications are invited for the following vacancy:

Lower Division Clerk – 01 post (Regular) Level 2

Qualification: Essential

- (1) Higher Secondary School Certificate or AICTE 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
- (2) 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 not exceeding 45 years (relaxable for Govt. servants up to five years in accordance with the Instructions/Orders issued by the Govt. from time to time)

Applications complete in all respects, with photograph along with supporting self-attested copies of certificates of educational qualification (SSC onwards), experience certificates, birth certificate, valid residential certificate of 15 years, valid Labour and Employment Card, etc. should reach the undersigned within 15 days of issue of this advertisement. Application received after prescribed date/incomplete and/or without relevant documents will be rejected.

S/d

Dr. Delia Antao
Offg. Principal

08/08/2024