

CARMEL COLLEGE OF ARTS, SCIENCE AND COMMERCE FOR WOMEN
NUVEM, SALCETE, GOA. 403 713
Minority Institution under Article 30(1) of the Indian Constitution
Re-Accredited by NAAC 4th Cycle with “A” Grade Score 3.25

Applications are invited in **online mode** only for the following Non-Teaching Posts. Candidates who are already employed shall upload their applications through proper channel and shall account for break in service, if any. Applications should reach the undersigned **within 15 days** from the date of publication of this advertisement. Late submission or incomplete applications will be rejected.

Mandatory Requirement: Valid Residence Certificate for 15 years.
Knowledge of Konkani is essential and knowledge of Marathi is desirable.

Non-Teaching Posts

Category: General

Sr.No.	Name of the Post	No. of Posts	Type of post
1.	Multi Tasking Staff	01	On Regular basis
2.	Laboratory Assistant (IT)	01	Substitute post on contract basis against Child care leave vacancy

Qualifications required:

For Multi Tasking Staff

Essential : a) S.S.C from a recognised Board/Institution or Passed Course conducted by Industrial Training institute or Equivalent qualification, in relevant trade, from a recognised Institution

b) One year experience as an apprentice **or** in a Government department/
Semi-Government/Factory/Company/other private Establishment

Desirable : a) Multi tasking skills such as Operating office machines including computer systems

For Laboratory Assistant (IT)

Essential : a) Degree in Science from a recognized University or equivalent. Candidate having experience of handling tools and stores, experience in the field of Computer programming, Hardware maintenance in IT Laboratory, will be preferred.

b) One year experience as an apprentice **or** in a Government department/
Semi-Government/Factory/Company/other private Establishment

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Last date for submission of online application for the above posts is **10/01/2026**
Candidates should attach self certified copies of marksheets and passing certificates of all the examinations from SSC onwards, birth certificate, valid employment exchange registration card, and other relevant documents. Hard copy of the application along with required documents should be submitted to the College office by **11/01/2026**

Age not exceeding 45 years (relaxable for Government servants upto Five years in accordance with the instructions/orders issued by the Government from time to time)

CANDIDATES MAY KINDLY NOTE :

- Scale of Pay, Terms and Service Conditions will be as per the provisions of Directorate of Higher Education, Government of Goa.
- The above appointments are subject to approval of the Government of Goa.
- The Principal reserves the right to fill up the above mentioned posts.
- Late submission or incomplete applications will be rejected.
- All communications concerning the candidate's applications will be sent through the email address/mobile number provided.

Date:27/12/2025

Dr. Aldina Braganza
Officiating Principal