

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

WALK-IN-INTERVIEW at Carmel College on Saturday, 14th February, 2026 for the following Post.

Sr.No.	Name of the Post	No. of Post	Type of post	Reporting Time
1	Lower Division Clerk (Self-financed Post Graduate Program)	01	On Contract basis	9.00 a.m. to 9.30 a.m.

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

Qualification required:

Essential: Bachelor's Degree in Commerce

Technical Skills:

- Computer literacy (Proficiency in using computers & applications, specifically MS word, Excel, Power Point, outlook)
- Data Entry /Database,
- Attention to Details (High accuracy in data entry)
- Knowledge of Tally
- Typing skills (Typing speed of 30 words per minute)
- Communication skills (written and verbal communication skills in English)
- Organizational skills (Ability to handle multiple task)

Desirable: a) One-year experience as an apprentice **or** in a Government department /Semi- Government/Factory/Company/other private Establishment
b) Knowledge of Academic procedures
c) Possesses a vehicle and valid driving licence

Age not exceeding 35 years

Candidates should bring along self-certified copies of mark sheets and Passing Certificates of all the examinations from SSC onwards, birth certificate, valid employment exchange registration card, and other relevant documents with their application.

The Principal reserves the right to fill up the above-mentioned post.

All communications concerning the candidate's applications will be sent through the email address/ mobile number provided.

Date: 09/02/2026

Dr. Aldina Braganza
Officiating Principal