

Xaverian Educational Society
Fr. Agnel College of Arts & Commerce
Pilar - Goa 403 203

Applications with full bio-data from qualified candidates (Indian Nationals) are invited for the below mentioned post in the **Examination section** of the College **on contract basis for one year**.

Lower Division Clerk [LDC] - 01 Post

Essential qualifications, Age limit, Service conditions and Pay are as prescribed by the Directorate of Higher Education (DHE) / Government of Goa. Knowledge of Konkani is essential; knowledge of Marathi is desirable. Subject to satisfactory performance and decision of the Management, the contract of one year is extendable (one year at a time), with maximum period of appointment for the same person being 5 years only.

For complete details visit College website www.fagnelcollege.edu.in

Educational & other qualifications:

- Passed HSSC Examination or equivalent qualification from a recognized Board/Institution
- Minimum six months Diploma Course Certificate in Computer

Essential:

- Knowledge of Konkani

Desirable:

- Knowledge of Marathi

At least 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 people are employed

Age limit: Not exceeding 45 years (*relaxable for Government Servants up to five years in accordance with the instructions or orders issued by the Government from time to time*)

Scale of pay and terms and conditions of service: as prescribed by Directorate of Higher Education and other competent authorities.

Complete applications addressed to the **Principal, Fr. Agnel College of Arts & Commerce, Pilar, Goa - 403203**, should be submitted (in hard copy format) along with photograph and supporting self-attested copies of certificates of educational qualifications (SSC and onwards), Birth Certificate, valid 15 years Residence Certificate (in Goa) issued by a Competent Authority and valid Employment Exchange Registration Card within 15 days of issue of this advertisement. The application should specify contact details like mobile no., postal address & email address. Late/incomplete applications will be rejected. Intimation / call letters to qualified candidates for the written test will be sent through **email** only. The Management reserves the right to fill the above mentioned post

Sd/-
Administrator

Date: 06 / 02 / 2026