

**VIKAS PARISHAD MANDRE**  
**MANDRE COLLEGE OF COMMERCE,**  
**ECONOMICS AND MANAGEMENT**

MANDRE. PERNEM –GOA. 403527



**REGD.NO: 26/GOA/80**

**PH.NO: 0832-2247269**

**REF: MCCEM / M /2021 –22/**

**DATE: 18/06/ 2021**

To,  
 The Advertiser,  
 Herald(English)/Navprabha (Marathi)

**VIKAS PARISHAD MANDRE**  
**MANDRE COLLEGE OF COMMERCE, ECONOMICS & MANAGEMENT**  
Mandre- Goa.  
(Recognised by Govt. Of Goa, Affiliated to Goa University)

Applications with full Bio-data are invited for the following post of Assistant Professor on Regular basis and Non Teaching staff along with self certified copies of statement of marks to the Secretary, Mandre College of Commerce, Economics and Management, Mandre – Goa. 403527 through offline mode within 21 days from the date of publication of this advertisement.

Sr.No.	Subject	No. of posts	Regular/Lecture basis	Reservation
1	Assistant Professor in Commerce	3	Regular	Unreserved
2	College director of Physical Education & Sports	1	Regular	Unreserved
3	College Librarian	1	Regular	Unreserved

Qualifications, pay scale and Eligibility conditions for appointment of teaching staff are as per UGC/Goa University Statute SA-19, SA-20/DHE, Govt.of Goa. For details please refer to the website: [www.unigoa.ac.in](http://www.unigoa.ac.in)  
 All appointments are subject to availability of workload and approval of the Goa University, DHE Government of Goa.

**Non teaching staff:**

Sr. No.	Name of the Post	No. of posts	Reservation	Sr. No.	Name of the post	No. of posts	Reservation
1	Accountant	1 post (Regular)	Unreserved	5	Jr. Stenographer	1 post (Regular)	Unreserved
2	System Administrator	1 post (Regular)	Unreserved	6	Librarian Grade I	1 post (Regular)	Unreserved
3	UDC	1 post (Regular)	Unreserved	7	Instructor in Physical Education	1 post (Regular)	Unreserved
4	LDC	3 posts (Regular)	Unreserved	8	Multi-Tasking Staff(MTS)	6 post (Regular)	5 Unreserved 1 OBC
				9	College Counselor	1 post (Contract basis)	Unreserved

Essential Qualifications, pay scale and Eligibility conditions for appointment of Non-teaching staff are as per UGC/Goa University Statute SA-19, SA-20/DHE, Govt.of Goa. For Essential conditions please refer to our website: [www.mandrecollege.ac.in](http://www.mandrecollege.ac.in)  
**Adv. Ramakant D. Khalap**  
**CHAIRMAN**

## **ESSENTIAL QUALIFICATIONS for Non teaching staff**

### **1. Accountant:**

Bachelor of Commerce or Bachelor of Arts with Economics from the recognized university/Institutions. Three years experience of Accounts work in University/College/Educational Institution.

### **2. System Administrator:**

Bachelor of Engineering (Computer Science/IT) or MSC (Computer Science/IT) or Master in Computer Application or BSC (Computer science with three years industrial experience in Net working and system administration) or BCA with three years industrial experience in Networking and system administration.

Desirable: Knowledge of Computer Networking and web Technology.

### **3. UDC:**

Intermediate/senior Cambridge/Higher Secondary Certificate or equivalent.

### **4. LDC:**

HSSCE or Equivalent from a recognized institution, should be computer literate

### **5. Jr. Stenographer:**

HSSC or equivalent qualification and diploma in stenography from a recognized institution, should be computer literate. Speed of 100 word per minute in short hand and 35 per minutes in typewriting.

**6. Librarian Grade I:** Bachelor Degree in Library and Information science of a recognized university or equivalent. Desirable three years experience.

**7. Instructor in Physical Education:** Bachelor degree in Physical Education (three years course) of a recognized university or equivalent.

### **8. MTS (Multi Tasking Staff):**

SSC from a recognized board/institution or passed course conducted by industrial training institute or institute or equivalent qualification, in relevant trade, from a recognized institution.

Desirable: Multi tasking skills such as Operating office machines including computers.

### **10. College Counselor :**

Master in Psychology/Human development from a recognized university/institution with 55% marks in aggregate.

Desirable: Specialized in clinical/counseling Psychology. Minimum experience of 1 year working as a counselor

For all the above post knowledge of Konkani essential and knowledge of Marathi desirable.

Pay and Age : College Counsellor : Rs. 40,000/- Consolidated p.m. and not exceeding 60 years during appointment period.

For all other posts, age not exceeding 45 years (relax able for Govt. Servants up to 5 years in accordance with the instructions/orders issued by the Government from time to time.)

Scale of Pay, Terms & Service Conditions: As per the provisions of Directorate of Higher Education, Govt. of Goa, Candidates who are already employed shall send their applications through proper channel and shall account for break in service, if any. The right to fill up the above mentioned posts is reserved.

Candidates who had applied earlier need to re-apply for the above mentioned posts. Late submission or incomplete applications in any manner will not be accepted.

Adv. Ramakant D. Khalap  
Chairman