

Dempo Charities Trust's
DHEMPE COLLEGE OF ARTS & SCIENCE
Miramar, Panaji-Goa

Applications,are invited for the following posts on regular basis.

Sr.No	Name of Post	No. of Posts	Category
1	System Administrator	01	UR
2	Jr. Stenographer	01	UR

Mandatory Requirement: 15 years Residence Certificate issued by Government of Goa.

Essential : Knowledge of Konkani.

Desirable: Knowledge of Marathi.

Age Limit : 45 years

1) System Administrator

- Bachelor of Engineering (Computer Science / IT) OR M.Sc. (Computer Science / IT) OR Master in Computer Application OR BSC (Computer Science with 3 years industrial experience in Networking and System Administration) OR BCA with 3 years Industrial experience in Networking and System Administration.
- Knowledge of Computer, Networking and Web Technology - Desirable

2) Jr. Stenographer

- Higher Secondary School Certificate or equivalent qualification from a recognized institution.
- Should be Computer Literate.
- Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting.
- Application along with Bio data and self attested photocopies of statement of marks and passing certificate of all examinations from SSCE onwards and birth certificate, should reach the undersigned within 15 days from the date of publication of the advertisement. Applications by email will not be entertained.
- The Principal reserves the right to accept or reject any or all the applications without assigning any reason thereof.

(Dr. Vrinda Borker)
Principal