Kala Academy Goa's College of Theatre Arts

(A Grant-in-Aid institution affiliated to Goa University)
Old Secretariat Complex (Adil Shah Palace)
Panaji – Goa. 403001 Tel.: 0832-2420451/52/53
C/o. Rajiv Gandhi Kala Mandir Ponda – Goa 403401
Ph: 0832 -2312147
Email: collegeoftheatrearts.ka@gmail.com

Non-Teaching Staff APPOINTMENTS

Online applications are invited from Indian Nationals for the following **Regular/Contract** posts.

Sr No	Name of Post	Category	Nature of Appointment	
			Regular	Contract
1	Librarian Grade I	General	01	-
2	Instructor in Physical Education	General	01	-
3	Accountant	General	01	-
4	System Administrator	General	01	-
5	U.D.C	General	01	-
6	Jr. Stenographer	General	01	-
7	L.D.C	General	02	02
8	MTS (Office & Administration)	General	03	01
9	MTS (Gymkhana)	General	-	01
10	MTS (Library)	General	01	-

For details pertaining to posts, qualifications, other service conditions & instructions to submit online application and payment of fees, please visit the college website: www.kagcta.ac.in   Last date to submit online application and make payment through Job Portal on this website is 4/10/2021

Date :16/09/2021

Sd/-
PRINCIPAL

Information Brochure

Mandatory Requirements for all the above posts

- Valid residence Certificate of 15 years Residence in Goa.
- Valid Employment Registration card of Govt. of Goa

Essential and Desirable Qualifications for the posts

1] Librarian Grade-I
Essential:
(i)   Bachelor Degree in Library and information Science of a recognized University or its equivalent.
(ii)   Three years experience in a Library recognized by the Government
(iii)   Knowledge of Konkani
Desirable : Knowledge of Marathi

2] Instructor in Physical Education:
Essential :
(i)   Bachelor Degree in Physical Education (three years course) of a recognized University or equivalent.

<center>OR</center>

(i)   Bachelor Degree in Physical Education (two years course) of a recognized University or equivalent along with Bachelor Degree of a recognized University in any other steam or equivalent.
(ii)   Knowledge of Konkani
Desirable :
(i)   Master Degree in Physical Education of a recognized University or equivalent.
(ii)   Two years experience in teaching/training, in the line of Physical Education.
(iii)   Minimum fifteen years domicile in the State
(iv)   Knowledge of Marathi

3] Accountant
Essential:-
(i)   Bachelor of Commerce or Bachelor of arts with Economics from a recognized University/Institution
(ii)   Knowledge of Konkani.
(iii)   Minimum fifteen years domicile in the State.
Desirable:
        Knowledge of Marathi.

4] <u>System Administrator</u>
   <u>Essential:-</u>
   (i)   Bachelor of Engineering (Computer Science/ IT) OR MSC(Computer Science/ IT)

                              OR
   (i)   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.
   (ii)   Knowledge of Konkani.
   (iii)   Minimum fifteen years domicile in the State.
   <u>Desirable:</u>
            Knowledge of Computer Networking and web designing
            Knowledge of Marathi.

5] <u>U.D.C</u>
   <u>Essential:-</u>
   (i)   Intermediate/Senior Cambridge/ Higher Secondary School Certificate Examination from a recognized Board/ Institute.
   (ii)   Should be Computer literate
   (iii)   Knowledge of Konkani.
   (iv)   Minimum fifteen years domicile in the State.
   <u>Desirable:</u>
            Knowledge of Marathi.

6] <u>L.D.C</u>
   <u>Essential:-</u>
   (i)   Passed Higher Secondary School Certificate Examination from a recognized Board/ Institute.
   (ii)   Should be Computer literate
   (iii)   Knowledge of Konkani.
   (iv)   Minimum fifteen years domicile in the State.
   <u>Desirable:</u>
            Knowledge of Marathi.

7] <u>Jr. Stenographer</u>
   <u>Essential:-</u>
   (i)   Higher Secondary School Certificate Examination from a recognised Board/ Institute.
   (ii)   Should be Computer literate

(iii)   Speed pf 100 words per minute in short hand and 35 words per minute in typewriting.
(iv)   Knowledge of Konkani.
(v)   Minimum fifteen years domicile in the State.
Desirable:
    Knowledge of Marathi.

8] **M.T.S for Office & Administration**
Essential:-
(i)   Passed Secondary School Certificate Examination from a recognised Board/ Institute.

<p align="center">OR</p>

(i)   Passed Course conducted by Industrial Training institutes or equivalent qualification, in relevant trade from recognised Institution
(ii)   Note: Course conducted by Industrial Training Institute or equipment qualification, in relevant trade, may be considered in case posts relates to technical work.
(iii)   Knowledge of Konkani.
(iv)   Minimum fifteen years domicile in the State.
Desirable:
    Knowledge of Marathi.
    Multi Tasking skills such as knowledge of operating office machines including computers

9] **M.T.S for Gymkhana**
Essential:-
(i)   Passed Secondary School Certificate Examination from a recognised Board/ Institute.

<p align="center">OR</p>

(ii)   Passed Course conducted by Industrial Training institutes or equivalent qualification, in relevant trade from recognised Institution
(iii)   Note: Course conducted by Industrial Training Institute or equipment qualification, in relevant trade, may be considered in case posts relates to technical work.
(iv)   Knowledge of Konkani.
(v)   Minimum fifteen years domicile in the State.
Desirable:
    Knowledge of Marathi.
    Multi Tasking skills such as knowledge of operating office machines including computers

10] M.T.S for Library

  Essential:-

  (i)   Passed Secondary School Certificate Examination from a recognised Board/ Institute.

<div align="center">OR</div>

  (i)   Passed Course conducted by Industrial Training institutes or equivalent qualification, in relevant trade from recognised Institution

  (ii)   Note: Course conducted by Industrial Training Institute or equipment qualification, in relevant trade, may be considered in case posts relates to technical work.

  (iii) Knowledge of Konkani.

  (iv) Minimum fifteen years domicile in the State.

  Desirable:

      Knowledge of Marathi.

      Multi Tasking skills such as knowledge of operating office machines including computers

- All posts subject to NOC/ Approval from Directorate of Higher Education and Goa University & subject to work load.
- Persons already in service should send application through proper channel with a copy of the online application submitted by him / her.

<div align="center">…………XXXXXX…………</div>

<div align="center">Please make sure that you have read the instructions for online submission & payments carefully before you proceed.</div>

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. To begin the online registration process, applicants have to visit our college website (https://kagcta.ac.in/) and ensure that you fulfil the essential qualification and have to register as a user. To register, applicants will have to provide your email id, mobile number and will have to set the password for the user. The applicant will then receive the login credentials on the same email id.

2. It may be possible that the applicant's login credentials may be delivered in the email promotion tab/spam box/ if not in the primary inbox for the first time.

3. Once the registration of the user is done, applicants have to login to the online application portal for filling up the application form. **(Do not upload any personal documents on the portal)**

4. Each applicant is allowed to make only one application on the portal and may apply for multiple posts.

5. The applicant may apply for all post whichever he or she is applicable for, while selecting the post the applicant has to mandatorily select at least one post

6. Application fees of Rs.100/- (One Hundred Only) per post will be charged and have to be paid online through SBI Online Portal SBI Collect. The reference number / transaction ID generated, have to be submitted as part of the application submission process. There are separate instructions for the online payment.

7. No refund in case of cancellation of application will be made by college.

8. The college will scrutinize only those applications that are complete in all respects and have paid accept the application fees.

9. Candidates may be called by the college at a later stage to submit documents and scrutiny. Those who fail to provide required documents will be rejected and no refund of fees will be made in such cases. Candidates are requested not to submit any copy of application on their own to college.

10. The candidates will be intimated by email to appear for the Written test/skill test once the scrutiny of the applications is carried out by college.

11. Once the applicant admits in any of their preferred posts, they will not be able to edit their preference in the application form thereafter.

12. After submission of the application form with complete details and payment, a pop-up window acknowledging the successful submission of the application will be displayed and Application ID will be generated. Applicants will receive the acknowledgement on the registered email.

13. Incomplete applications will not be processed.

14. Applicants have to get the hard copy for the application form along with the payment receipt at the time of verification / selection / written test / interview.

Visit college website (www.kagcta.ac.in) for detailed notification.
Email: collegeoftheatrearts.ka@gmail.com

Date: 16/09/2021

Off. Principal