



GOA UNIVERSITY
Taleigao Plateau,Goa 403 206.

Recruitment for the Post of Registrar

Ref.No.:GU/Admn-NT/APR/284/2015/857

Date: 24/11/2015

NOTIFICATION

Goa University, a State University accredited by NAAC as “A” Grade comprising 24 University teaching Departments and four UGC supported Centers including a UGC-HRDC together with a number of recognized research Institutions / research centers and 57 affiliated colleges spread all over the State invites application in prescribed form on or before 31.12.2015 for the post of Registrar.

Place: Taleigao Plateau.

Sd/-
Prof. Vijayendra P. Kamat
REGISTRAR

Information Brochure

Goa University invites applications for the following post:-

Sr. No	Post	No. of Posts	Scale of Pay	Nature of vacancy
1.	Registrar	01 (UR)	PB-4: Rs.37400 - 67000 + GP Rs.10000/-	Tenure

Application forms along with information brochure may be downloaded (as given below) and submitted along with Demand Draft of Rs.1000/- in favour of the Registrar, Goa University payable at Panaji, Goa. Application duly completed in all respects along with the prescribed application fee shall be submitted to the Registrar, Goa University on or before **31-12-2015**.

The minimum qualifications for the post of Registrar are as prescribed in the Goa University Statutes. The minimum qualifications and experience for the post of Registrar are given below.

I) REGISTRAR -One Post (UR)

The minimum qualifications and experience for the post of Registrar shall be:

1. A post-graduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
2. At least 15 years of experience as Lecturer (senior scale)/Lecturer with 8 years in Reader's grade along with experience in educational administration;
OR
Comparable experience in research establishment and/or other institutions of higher education.
OR
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

The Registrar shall be appointed on the basis of deputation/direct recruitment for a tenure of two years in the first instance, and extendable to five years or till the age of superannuation whichever is earlier.

General

1. Each applicant must send 6 copies of the application, one of which must be hand-written or typed and the other could be photocopies.
2. All Annexures should be countersigned by the applicant.
3. Applications should be submitted alongwith self attested copies of all certificates.
4. Candidates who are already employed shall send their applications through proper channel.
5. Incomplete applications will not be considered.
6. Canvassing in any form by or on behalf of the candidate will lead to disqualification of the candidate.

24th November, 2015.

Sd/-
Prof. V. P. Kamat
REGISTRAR

Application Fees Rs. 1000/-

Date of advertisement _____



GOA UNIVERSITY

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH

To

The Registrar,
Goa University
Taleigao Plateau, Goa 403 206
Telephone No. 6519005/6519006
E-Mail : registrar@unigoa.ac.in

Application for the post of Registrar at Goa University

(a) Name in Full: Shri/ Smt/ Kum (in block letters)
(As per the name shown in the Master Degree Certificate)

(b) Father's/Husband's Name

1) Postal address in full:
(in block letters)

Pin code:

Mob. No.

E-mail:

2) Date and place of birth:

3) Age:

4) Nationality :

5) Educational Qualification:

Examination	University/ Board	Year of passing	Percentage of marks or grade in the UGC 7 point scale	Class/Division
1.SSC/SSLC				
2. Higher Secondary				
3. Bachelor's Degree				
4.Master's Degree				
5. Ph.D.				
6. Additional Qualifications, if any				
a)				
b)				
c)				
7. Other Achievements, if any				
a)				
b)				

8) Work experience, starting with the most recent experience in reverse chronological order:

Sr. No	Institution	Designation	Period of Service		Scale of pay	Nature of work
			(dd/mm/yy)	(dd/mm/yy)		

(Please add an extra sheet if necessary)

9) Do you have any experience in Computer Application and/or Management Information System in educational administration?

Yes/No

If Yes, please give details:

10. Do you have knowledge/experience in handling legal matters related to educational administration?

Yes/No

If Yes, please give details:

11. Significant contributions made to previous institutions/organizations in educational administration.

12. Details about present position:

(a) Name of the Institution where employed:

(b) Present designation

(c) Pay scale

(d) Present pay Rs.

D. A. Rs.

H. R. A. Rs.

T.A. Rs.

Other allowances, if any Rs.

Total Rs.

(e) Date of appointment _____

(f) Date of next increment _____

13) Name, designation and addresses of not more than two persons who have given testimonials (attach copies of testimonials):

14) Name, designation and addresses of not more than three persons to whom references may be made.

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature / appointment is liable to be cancelled / terminated.

Place: _____

(Signature of candidate)

Date: _____

Forwarded through the Registrar / Principal / Director of the University / College/ Institution where employed.

Place:

Signature and Seal
(University / College/ Institution)

Date:

INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications through proper channel.
2. Candidates should also send along with their applications, self attested photocopies of the degree certificates and statements of marks or other certificates in support of their educational qualifications and experience. The Matriculation or equivalent certificate in support of their age may be attached.
3. Candidates should also send with their applications attested photocopies of the following documents.
 - a. Certificate from employer, if employed, stating the pay and allowances drawn at present.
 - b. Testimonials
4. If the space provided is insufficient; information may be given on a separate sheet duly signed by the candidate.
5. Every application should be sent in six copies together with enclosures.
6. Applications should be sent to the Registrar, Goa University, PO Goa University, Taleigao Plateau Goa 403 206 so as to reach the University on or before the last date prescribed. No application will be accepted after the due date.
7. Candidates who apply for the post should send applications along with the requisite fee by means of a crossed Demand Draft drawn in favour of Registrar, Goa university payable at Panaji. Physically Disabled candidates are exempted from payment of application fee.
8. Money orders or cheques or cash will not be accepted by the University.
9. The fee will not be refunded once an application has been accepted by the University.
10. Any change of address given in column 2 of the application form should at once be communicated to the Registrar, at the address at Sr. No. 6 above.
11. Incomplete applications and applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses.
14. The university reserves the right not to fill up the post advertised.

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