



# GOA UNIVERSITY

## NOTIFICATION

Goa University invites applications for the following U.G.C. supported tenure positions for an initial period of one year, which may be extended maximum upto 31/03/2017.

### (I) ACADEMIC STAFF COLLEGE

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Steno Typist/ Computer Operator	01	UR
2	Librarian/ Technician	01	UR
3	Hostel Attendant	01	UR

### (II) CENTRE FOR WOMEN STUDIES

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Research Assistant	01	OBC
2	Professional Assistant	01	UR
3	Data Entry Operator	01	OBC
4	Attendant	01	ST

### (III) DIASPORA CHAIR

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Technical Assistant	01	UR

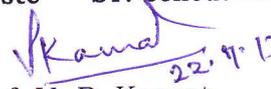
### (IV) CENTRE FOR STUDY OF SOCIAL EXCLUSION & INCLUSION POLICY

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Research Assistant	01	SC
2	Library Attendant	01	UR

Details of educational qualifications/experience required etc. are given in the brochure which can be downloaded from the University website [www.unigoa.ac.in](http://www.unigoa.ac.in). The positions advertised are purely temporary and on tenure basis. Interested candidates may submit their applications written on plain paper along with biodata, passport size photograph, certified documents of educational qualifications, experience, etc. The applications should be addressed to The Registrar, Goa University, Taleigao Plateau Goa 403206, so as to reach him on or before **21/08/2013**. The University reserves the right to accept any/all applications received after the last date prescribed for the purpose; or not to fill up any/all the positions advertised; or fill up the same on short term basis.

The minimum qualifications and the scale of pay for these positions are as prescribed by the UGC from time to time.

UR: Unreserved    OBC: Other Backward Class    SC: Scheduled Caste    ST: Scheduled Tribe

  
22.9.13  
Prof. V. P. Kamat  
**REGISTRAR**

## Information Brochure

Applications are invited on plain paper for the following UGC supported positions on tenure basis.

### (I) ACADEMIC STAFF COLLEGE

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Steno Typist/ Computer Operator	01	UR
2	Librarian/ Technician	01	UR
3	Hostel Attendant	01	UR

### (II) CENTRE FOR WOMEN STUDIES

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Research Assistant	01	OBC
2	Professional Assistant	01	UR
3	Data Entry Operator	01	OBC
4	Attendant	01	ST

### (III) DIASPORA CHAIR

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Technical Assistant	01	UR

### (IV) CENTRE FOR STUDY OF SOCIAL EXCLUSION & INCLUSION POLICY

Sr. No.	Name of the Post	No. of Posts	Reservation
1	Research Assistant	01	SC
2	Library Attendant	01	UR

Details of educational qualifications/experience required etc. are given in the brochure which can be downloaded from the University website [www.unigoa.ac.in](http://www.unigoa.ac.in). The positions advertised are purely temporary and on tenure basis. Interested candidates may submit their applications written on plain paper along with biodata, passport size photograph, certified documents of educational qualifications, experience, etc. The applications should be addressed to The Registrar, Goa University, Taleigao Plateau Goa 403206, so as to reach him on or before **21/08/2013**. The University reserves the right to accept any/all applications received after the last date prescribed for the purpose; or not to fill up any/all the positions advertised; or fill up the same on short term basis.

The minimum qualifications and the scale of pay for these positions are as prescribed by the UGC from time to time. The essential and desirable qualifications prescribed for the positions are given below.

**(I) ACADEMIC STAFF COLLEGE**

**1) STENO TYPIST/COMPUTER OPERATOR – 01 Post (Unreserved)**

**PB-1: ₹5200 – 20200 + GP ₹2400**

a) Essential

- i) H.S.S.C.E Pass certificate or equivalent qualifications from a recognized institution.
- ii) Speed of 100 w.p.m. in shorthand & typewriting in English (Computer 45 w.p.m. or 40 w.p.m. on manual typewriter).
- iii) Knowledge of Computers.
- iv) Knowledge of Konkani

b) Desirable

- i) Degree of recognized University
- ii) Knowledge of Marathi

**2) LIBRARIAN/TECHNICIAN – 01 Post (Unreserved)**

**PB-1: ₹5200 – 20200 + GP ₹2800**

a) Essential

- i) Bachelors degree in Library Science of a recognized University  
OR
- ii) Bachelors degree of a recognized University with 3 years practical experience in reputed library.
- iii) Knowledge of Konkani

b) Desirable

- i) Knowledge of Marathi

**3) HOSTEL ATTENDANT – 01 Post (Unreserved)**

**PB-1: ₹5200 – 20200 + GP ₹1800**

a) Essential

- i) S.S.C.E. Pass certificate or equivalent qualifications from a recognized institution.
- ii) Experience as a room bearer in a Hotel or Hostel or restaurant.
- iii) Knowledge of Konkani

b) Desirable

- i) Knowledge of Marathi

**(II) CENTRE FOR WOMEN STUDIES**

**1) RESEARCH ASSISTANT - 01 Post (OBC)**

**₹12,000/- per month (consolidated)**

a) Essential

- i) M.A. in any Social Science subject.
- ii) Knowledge of Konkani

b) Desirable

- i) Research experience, knowledge of SPSS, NET/UGC qualified candidate will be preferred.
- ii) Knowledge of Marathi

**2) PROFESSIONAL ASSISTANT – 01 Post (Unreserved)**

**PB- 2: ₹9300 – 34800 + GP ₹4200**

a) Essential

- i) M. Lib. Sc./MLISC or equivalent with 50% marks **OR** Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B. Lib. Sc/BLISC with 50% Marks.
- ii) Computer Course from recognized institution.
- iii) 04 years working experience in reputed Library equipped and functional with Computer Technology or Networking Centre.
- iv) Knowledge of Konkani

b) Desirable

- i) Work or educational experience in women's issues or working with Women's organization.
- ii) Knowledge of Marathi.

**3) DATA ENTRY OPERATOR – 01 Post (OBC)**

**PB-1: ₹5200 – 20200 + GP ₹2400**

a) Essential

- i) Higher Secondary School Certificate.
- ii) Certificate of Data Entry/3 years experience in Data Entry work on a Computer.
- iii) Knowledge of Konkani

b) Desirable

- i) Bachelor Degree in any discipline.
- ii) Knowledge of Spreadsheet and Database packages.
- iii) Knowledge of Marathi.

**4) ATTENDANT – 01 Post (ST)**

**PB- 1: ₹5200 – 20200 + GP ₹1800**

a) Essential

- i) S.S.C.E. Pass certificate or equivalent qualifications preferably in English.
- ii) Knowledge of Konkani

b) Desirable

- i) Knowledge of Marathi

**(III) DIASPORA CHAIR**

**1) TECHNICAL ASSISTANT – 01 Post (Unreserved)**

**₹10,000/- per month (consolidated)**

a) Essential

- i) H.S.S.C.E. Pass certificate or equivalent from recognized institution.
- ii) Typing & Computer skills.
- iii) Knowledge of Konkani

b) Desirable

- i) Knowledge of Hindi & Marathi.
- ii) One year work experience.

**(IV) CENTRE FOR STUDY OF SOCIAL EXCLUSION & INCLUSION POLICY**

**1) RESEARCH ASSISTANT - 01 Post (SC)**  
**PB-2: ₹9300 - 34800 + GP ₹4200**

a) Essential

- i) M.A. in any Social Science subject.
- ii) Knowledge of Konkani

b) Desirable

- i) Research experience, knowledge of SPSS, NET/UGC qualified candidate will be preferred.
- ii) Knowledge of Marathi

**2) LIBRARY ATTENDANT - 01 Post (Unreserved)**  
**PB-1: ₹5200 - 20200 + GP ₹1800**

a) Essential

- i) S.S.C.E. Pass certificate or equivalent from recognized institution.
- ii) Knowledge of Konkani

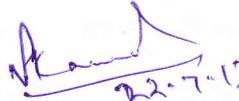
b) Desirable

- i) Knowledge of working in library.
- ii) Knowledge of Marathi

**General**

1. Age limit for Group 'C' & 'D' posts should not exceed 42 years (relaxable for SC/ST/OBC as per rule) as per Notification issued by the Government of Goa.
2. Each applicant must send six copies of the application, one of which must be handwritten or typed and the other could be photocopies.
3. All annexure should be countersigned by the applicant/ candidate.
4. Applications should be submitted alongwith certified true copies of all certificates issued by the Competent Authority.
5. The applications will be screened by a Committee on the basis of qualifications and experience and only the candidates recommended by the Screening Committee shall be called for interview.
6. Candidates who are already employed should send their applications through proper channel.
7. Incomplete applications will not be considered.
8. Canvassing in any form by or on behalf of the candidate shall disqualify him/her.
9. Appointments against the above tenure positions are funded by University Grants Commission, New Delhi for a specified period. Applicants selected against these posts shall have no right to any subsequent employment with Goa University.
10. The University reserves the right not to fill up the positions advertised, or fill up the post on short term basis.

July, 2013

  
22.7.13  
Prof. V. P. Kamat  
**REGISTRAR**