

गोंय विद्यापीठ

ताळगांव पठार
गोंय - ४०३ २०६
फोन : ०८३२ - ६५१९०४८/६५१९३०२
फॅक्स : +०९१-८३२-२४५११८४/२४५२८८९



Goa University

Taleigao Plateau, Goa - 403 206
Tel: 0832-6519048/6519302
Fax : +091-832-2451184/2452889
Email : registrar@unigoa.ac.in
Website : www.unigoa.ac.in

GU/Admn./Advt.4/29/2015/701

Date: 09/10/2015

NOTIFICATION

Goa University invites applications for the following post:-

Sr. No	Post	No. of Posts	Scale of Pay	Nature of vacancy
1.	Assistant Registrar	01	PB-3 ` 15600-39100 + GP ` 5400/-	Regular (UR)

Application forms along with information brochure may be downloaded from University website www.unigoa.ac.in and submitted along with Demand Draft of `1000/- in favour of the Registrar, Goa University payable at Panaji, Goa. Details of pay, qualifications/experience required etc. are specified in the information brochure. Applications duly completed in all respects along with the prescribed application fee shall be submitted to the Registrar, Goa University on or before **11-11-2015**.

The University reserves the right to accept applications received after the last date.

Sd/-

Place: Taleigao Plateau

Prof. V. P. Kamat
REGISTRAR

GOA UNIVERSITY
Sub Post Office Goa University
Taleigao Plateau, Goa – 403 206 INDIA

Information Brochure

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The minimum qualifications and the scale of pay for the post are as prescribed in the Goa University Statutes/ Recruitment Rules and notification of UGC/MHRD/ State Government from time to time. The essential qualifications prescribed for the post are given below.

I) ASSISTANT REGISTRAR -One Post

The minimum qualifications for appointment to the post of Assistant Registrar in the scale of pay of PB- 3 ` 15600 – 39100 + G.P. ` 5400/- shall be:

Essential:

- i) Good academic record plus Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
- ii) Five years administrative experience in a supervisory position.
- iii) Knowledge of Konkani.

Desirable:

- i) Knowledge of Marathi.

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 certified true copies of all certificates including caste certificate/certificate of disability, as may be applicable and valid 15 years residence certificate in Goa issued by the competent authority.
4. 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.
5. Candidates who are already employed shall send their applications through proper channel.
6. Incomplete applications will not be considered.

7. The age of the applicant should not exceed 40 years, relaxable to the University employees upto five years.
8. Canvassing in any form by or on behalf of the candidate will lead to disqualification of the candidate.
9. The University reserves the right not to fill up the post advertised, or fill up the post on short term basis.

Sd/-

Prof. V. P. Kamat
REGISTRAR

09th October, 2015.

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 _____ in the Goa University

1) **Surname** **First name** **Middle name**

(a) Name in Full: Shri/ Smt/ Kum
(Beginning with surname and in block letters)

(b) Father's/Husband's Name

2) **Postal address in full:**
(in block letters)

Pin code:

Telephone/Mob. No.

E-mail:

3) **Date and place of birth:**

4) **Age:**

5) **Nationality :**

6) **Whether belonging to reserved category: SC/ST/OBC/PD**
(Attach attested copy of caste/disability certificate)

7) **Educational Qualification:**

Examination	University/ Board	Year of passing	Main Subject	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.

C. C. A. Rs.

Other allowances, if any Rs.

Total Rs.

(e) Date of appointment _____

(f) Date of next increment _____

13) Name, designation and address of 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. I further understand that no notice shall be taken of any request for withdrawal of my application.

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 their applications, self attested photocopies of the degree or diploma certificates and statements of marks or other certificates in support of their educational qualifications and experience and of the Matriculation of equivalent certificate in support of their age.
3. Candidates should also send with their applications attested photocopies of the following documents
 - a. Caste certificates from the competent authority if the candidate belongs to Scheduled Caste/ Scheduled Tribe/ Other backward class.
 - b. Certificate from the employer, if employed, stating the pay and allowances drawn at the present.
 - c. Testimonials.
4. If the space provided is insufficient; information may be given on a separate sheet duly signed by the candidates and the same may be sent with applications.
5. Every application should be sent in six copies together with enclosures.
6. Applications should be sent to the Registrar, Goa University, SPO Goa University, Taleigao Plateau Goa 403 206 as to reach him on or before the last date prescribed. The University reserves the right of accepting / rejecting applications received after the last date specified.
7. Candidates who apply for the post should send applications along with the requisite fee by means of a crossed Demand Draft. 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 above address.
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.