

# गोंय विद्यापीठ

ताळगांव पठार  
गोंय - ४०३ २०६  
फोन : ०८३२ - ६५१९०४८/६५१९३०२  
फॅक्स : +०९१-८३२-२४५१९८४/२४५२८८९



# Goa University

Taleigao Plateau, Goa - 403 206  
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+091-832-2451184/2452889  
registrar@unigoa.ac.in  
www.unigoa.ac.in

Tel:  
Fax :  
Email :  
Website :

GU/Admn./Advt.4/29/2018/399

Date: 18 /05/2018

## NOTIFICATION

Goa University invites applications **online** for the following posts:-

Sr. No	Name of the post	No. of Post & Category	Pay Matrix
1.	Lower Division Clerk	06 (UR) 04 (OBC) 02 (ST) 01 (PD-HH)	Level-2
2.	Junior Stenographer	02 (UR) 02 (OBC) 01 (ST)	Level-4
3	Laboratory Assistant	01 (ST) 04 (UR) 01 (OBC)	Level-4
4	Laboratory Technician	03 (UR) 01 (OBC)	Level-4

Detailed information can be downloaded from University website [www.unigoa.ac.in](http://www.unigoa.ac.in) Last date for submission of **online** application form is **15.06.2018**.

Sd/-

(Prof. Y. V. Reddy)  
REGISTRAR



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

**Information Brochure**

Goa University invites applications **online** for the following post:-

Sr. No	Post	No. of Post & Category	Educational Qualification required	Pay Matrix
1.	Lower Division Clerk	06 (UR) 04 (OBC) 02 (ST) 01 (PD-HH)	<b>Essential</b> i) H.S.S.C. from a recognized Board or equivalent. ii) Should be Computer literate. iii) 30 w.p.m. Typewriting in English/35w.p.m. Computer Typing in English. iv) Knowledge of Konkani. <b>Desirable</b> i) Knowledge of Devanagari Typing. ii) Knowledge of Marathi.	Level-2
2.	Junior Stenographer	02 (GEN) 02 (OBC) 01 (ST)	<b>Essential</b> i) H.S.S.C. or equivalent qualifications. ii) Speed of 100 w.p.m. in Shorthand and 40 w.p.m. in Typewriting in English / 45 w.p.m. in Computer Typing in English. iii) Knowledge of Computers. iv) Knowledge of Konkani. <b>Desirable</b> i) Degree of recognized University. ii) Knowledge of Marathi.	Level-4
3	Laboratory Assistant	01 (ST) 04 (UR) 01 (OBC)	<b>Essential:</b> i) Degree in Science of a recognized University or equivalent. ii) Knowledge of Konkani <b>Desirable:</b> i) Minimum 3 years experience in laboratory work. ii) Knowledge of Marathi.	Level-4
4	Laboratory Technician	03 (UR) 01 (OBC)	<b>Essential</b> i) HSSC + ITI Certificate in relevant trade. ii) Knowledge of Konkani. <b>Desirable</b> Knowledge of Marathi.	Level-4

**LAST DATE : 15.06.2018.**

Candidates are requested to read the Brochure carefully to check their eligibility before they apply. The following is the link: [http://gums.unigoa.ac.in/gums/#/rec\\_OnlineRegistrationForm](http://gums.unigoa.ac.in/gums/#/rec_OnlineRegistrationForm)

Applications duly filled **online** in all respects, in the prescribed application format and alongwith relevant enclosures shall be submitted online on or before **15.06.2018**. **It is mandatory for the applicant to submit three sets of self attested hard copies of the application form alongwith the annexures to the Registrar, Goa University, Taleigao Plateau, Goa so as to reach on or before 20.06.2018 positively.**

Age limit: 45 years (Relaxable by 5 years for persons in regular service of Goa University and relaxation for reserved category as per rules.

## **General Information**

1. Candidates are advised to read the **Information Brochure** carefully to check & satisfy themselves before applying that they possess the prescribed qualifications. No query seeking advice as to eligibility will be entertained.
2. The University reserves the right to accept/reject applications received after the last date specified.
3. Candidates must have a valid e-mail id. Those Candidates who do not have a valid e-mail id have to create the same.
4. Candidate has to first register himself/herself. Once registered, the candidate will receive a mail to his/her registered mail id providing the reference number. Candidate has to use Login details as per the given format below :-
  - a. Login : ( **candidates registered email id** )
  - b. Password : ( **reference number as indicated in email** ).
5. There are **7(seven)** parts which are required to be filled. The candidates may keep on saving the various parts of the application. The candidate is permitted to edit any of the parts until it is finally uploaded. If necessary, the candidate may log out and login later to edit or complete the rest of the parts of the application form.
6. Once uploaded, the candidates will not be permitted to edit anything in the application form.
7. Candidates who are already employed shall submit their applications after necessary endorsement by the Head of the Institute. Please download the PDF form of declaration and after it is duly filled and signed by the competent authority, a scanned copy of the same should be uploaded.
8. Candidates should also upload, wherever asked, their degree certificates, statement of marks or other certificates in support of their educational qualifications and of the Matriculation or equivalent certificate in support of their age.
9. Candidates should also upload while submitting their applications the following documents:
  - a. 15 years Residence / Domicile Certificate in Goa issued by the competent authority.
  - b. Valid Caste certificate issued by the competent authority of the State of Goa should be submitted if the candidate belongs to Scheduled Caste/ Scheduled Tribe/ Other backward class. (Non creamy layer certificate in respect of OBC candidates).
  - c. Valid certificate for Person with Disabilities issued by the competent authority, if applicable.
  - d. Certificate from the employer stating the pay and allowances drawn at the present.
  - e. Testimonials ( not more than two )
  - f. Passport size Colour photograph of 3.5 x 3.5 cms (avoid white/ light background ) with file size less than 100 kb inJPEG format having 80% coverage of face.
10. Any change of address, as given in Personal Information part of the application form, should be communicated immediately to the Registrar, Goa University at [registrar@unigoa.ac.in](mailto:registrar@unigoa.ac.in) or [jradmin@unigoa.ac.in](mailto:jradmin@unigoa.ac.in).
11. Incomplete application form will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No query seeking advice as to eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses. No TA/DA will be paid to the candidates.
14. The University reserves the right not to fill up the post advertised.
15. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
16. The selection procedure will be as decided by the Goa University.
17. The age of the applicant should not exceed 45 years. (Relaxable by 5 years for persons in regular service of Goa University). Relaxation in age for SC/ST/OBC/PWD candidates would be as per State Government norms.
18. **Documents required to be Uploaded wherever applicable :-**

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
1.	Candidate Photograph	3.5 x 3.5 cm	.JPEG
2.	Birth Certificate	A4	.JPEG
3.	15 years Residence / Domicile Certificate in Goa issued	A4	.JPEG

	by competent authority		
4.	Caste Certificate ( SC/ST/OBC)	A4	.JPEG
5.	Person with Disabilities Certificate	A4	.JPEG
6.	SSC or equivalent	A4	.JPEG
7.	HSSC or equivalent	A4	.JPEG
8.	Under Graduate Certificate ( BA/B.Sc./B.Com, etc)	A4	.JPEG
9.	Other Certificates if uploaded	A4	.JPEG
10.	Declaration Form	A4	.JPEG

Sd/-  
Prof. Y. V. Reddy  
REGISTRAR

18<sup>th</sup> May,2018