

गोंय विद्यापीठ

ताळगांव पठार

गोंय - ४०३ २०६

फोन : ०८३२ - ६५१९०४८/६५१९३०२

फॅक्स : +०९१-८३२-२४५११८४/२४५२८८९



Goa University

Taleigao Plateau, Goa - 403 206

0832-6519048/6519302

+091-832-2451184/2452889

registrar@unigoa.ac.in

www.unigoa.ac.in

Tel:

Fax :

Email :

Website :

GU/Admn./Advt.4/29/2018/929

Date: 18/07/2018

NOTIFICATION

Goa University invites applications for the following posts:-

Sr.No.	Post	No. of Post	Pay Matrix
1	Multi Tasking (Office Attendant)	01 (SC) 03 (UR) 01 (ST) 01 (OBC)	Level-1
2	Multi Tasking (Library Attendant)	01 (ST) 02 (OBC) 03 (UR)	Level-1
3	Multi Tasking (Laboratory Attendant)	01 (ST) 02 (OBC) 02 (UR)	Level-1

Application form may be downloaded from University website www.unigoa.ac.in. Details of pay, qualifications etc. are specified in the information brochure. Applications duly completed in all respects shall reach the Registrar, Goa University on or before **20.08.2018**.

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 for the following posts:

Sr.No.	Name of the post	No.of Post & Category	Educational Qualification required	Pay Matrix
1	Multi Tasking (Office Attendant)	01 (SC) 03 (UR) 01 (ST) 01 (OBC)	Essential: i) SSCE or equivalent qualifications. ii) Knowledge of Konkani. Desirable: Knowledge of Marathi.	Level-1
2	Multi Tasking (Library Attendant)	01 (ST) 02 (OBC) 03 (UR)	Essential: i) S.S.C.E. or equivalent qualifications. ii) Knowledge of Konkani Desirable: i) Knowledge of working in Library. ii) Knowledge of Marathi.	Level-1
3	Multi Tasking (Laboratory Attendant)	01 (ST) 02 (OBC) 02 (UR)	Essential: i) S.S.C.E. or equivalent. ii) Knowledge of Konkani Desirable: Knowledge of Marathi.	Level-1

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 should send 6 copies of their application along with self attested photocopies of all relevant certificates in support of their educational qualification, experience, caste and age. In respect of OBC category, Candidates from the non creamy layer only are eligible to apply and submit valid caste certificate accordingly. They should also attach a copy of valid employment exchange registration card and 15 years of residence certificate in Goa issued by the competent authority.

2. Applications duly completed in all respects shall reach the Registrar, Goa University on or before **20.08.2018**.

3. Applications should be sent to the Registrar, Goa University, SPO Goa University, Taleigao Plateau, Goa-403 206 so as to reach on or before the last date prescribed. The University reserves the right of accepting/rejecting applications received after the last date specified.

4. Any change of address given in column 2 of the application form should at once be communicated to the Registrar, at the above address.

5. All Annexures should be countersigned by the applicant.
6. Candidates who are already employed shall send their applications through proper channel.
7. Incomplete application form will not be considered.
8. Before applying, the Candidates are advised to satisfy themselves that they possess the prescribed qualifications. No query seeking advise on the eligibility shall be entertained.
9. Candidates called for interview shall have to present themselves at their own expenses. No TA/DA shall be paid to the candidates.
9. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
10. 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.
11. The University reserves the right not to fill up the post advertised, or fill up the post on short term basis.
12. Recruitment will be done as per the Office Memorandum No. 1/6/83-PER(Vol.II)Pt.(a) dated 08.01.2016 issued by Personnel Department, Govt. of Goa. There will be no oral interviews. The selection of the candidates will be based on the written test and such other test in terms of the said O.M.

Sd/-

Prof. Y. V. Reddy
REGISTRAR

18thJuly,2018

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 _____ at 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:

4) Nationality :

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

6) Educational Qualification:

Examination	Board	Year of passing	Main Subject	Percentage of marks or grade.	Class/ Division
1.SSC/SSLC					

3. Other 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:

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: _____