



GOA UNIVERSITY

WALK-IN-INTERVIEW

Goa University invites applications to fill up the following posts purely ON CONTRACT BASIS for 11 months, without any right/claim for regular appointment at the State Resource Centre for Women in the Department of Women's Studies. The details of vacancies are indicated below.

Sr. No	Name of the posts	Consolidated salary (Per month)	Group	No. Of Posts	Date of interview
1.	State Project Coordinator	Rs. 50,000/-	A	01	20/08/2018 at 10.30 a.m.
2.	Specialist Gender	Rs. 35,000/-	A	01	20/08/2018 at 10.30 a.m.
3.	Specialist Training	Rs. 25,000/-	A	01	21/08/2018 at 10.30 a.m.
4.	Research Officer	Rs. 25,000/-	A	01	21/08/2018 at 10.30 a.m.
5.	Assistant (Training & Documentation)	Rs. 15,000/-	C	01	24/08/2018 at 10.30 a.m.

The minimum essential educational qualification required for the said positions shall be:

1. State Project Coordinator

a) Essential:

- Master's Degree in Women's Studies/Social Work/Economics/Law/Governance any other related field.
- Good knowledge of computers and ability to work in MS Office, Spread Sheet and presentation.
- Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams.
- Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the national and state level.

b) Desirable:

- Ph.D. in the relevant field.
- Previous experience of working with the government on policy issues.
- Previous publication articles and papers on the area of expertise with particular emphasis on women.
- Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.

c) Age limit: Not exceeding **40-55** years.

General Condition: Involves extensive travel within the state.

2. Specialist Gender

a) Essential:

- i) Master's Degree in Women's Studies/Social Work/Economics/Law/Governance any other related field.
- ii) Good Knowledge of computer ability to work in MS office packages. Working knowledge of spread sheet and presentation packages.
- iii) Minimum experience of 3 years of working on women's issues.

b) Desirable:

- i) Previous experience of working with the government.

c) Age limit: Not exceeding **35-45** years.

General Condition: Involves extensive travel within the state.

3. Specialist Training

a) Essential

- i) Master's Degree in Women's Studies/Social Work/Economics/Law/Governance any other related field.
- ii) Computer Knowledge and ability to work in various MS office packages, working knowledge of spread sheet and presentation packages.
- iii) Minimum experience of 3 years in the training and capacity building on issues related to women.

b) Desirable

- i) Previous experience of working with the government.

c) Age limit: Not exceeding **30-45** years.

General Condition: Involves extensive travel within the state.

4. Research Officer

a) Essential

- i) Master's Degree in Women's Studies/Social Work/Economics/Law/Governance any other related field.

- ii) Computer Knowledge and ability to work in various MS office, data analysis packages like SPSS, STATA etc.
- iii) Minimum experience of 2 years in Research field.

b) Desirable

- i) Previous experience of working with the government.

c) Age limit: Not exceeding **30-45** years.

General Condition: Involves extensive travel within the state.

5. Assistant (Training & Documentation)

a) Essential

Graduate in any discipline. Typing speed of 30 w.p.m. is essential. Minimum work experience of 3 years.

b) Desirable

Diploma in Computer Application. Managing computers systems and hardware.

c) Age limit: Not exceeding 45 years. (Relaxable by 5 years to Goa University employees)

Interested eligible candidates may walk-in for the interview on the indicated dates at Administrative Block, Goa University, along with an application addressed to the Registrar, Goa University giving details in the prescribed format along with bio-data, self-certified documents of educational qualifications, experience, 15 years residence certificate and valid Employment Registration Card.

Sd/-
Prof. Y. V. Reddy
REGISTRAR

Date: 02/08/2018

Prescribed Application Proforma

From:

Name

Address

To

The Registrar
Goa University
Taleigao Plateau
Goa 403 206

Photo

Date: / /2018

Sub: Application for the post of _____(category:_____)

1. Full Name of the applicant (in capital letters):

2. Address with pin code No.:

3. Telephone/Mobile No.:

4. Email ID:

5. Nationality:

6. Date of Birth:

7. Valid Employment Exchange Registration No.:

8. 15 years valid residence certificate:

9. Category: (UR/OBC/SC/ST/CFF):

10. Educational qualifications/Additional qualification, if any:

Qualification (SSC onwards)	Name of Board/ University	Month and year of passing	Total marks obtained	Percentage of marks obtained

11.Experience, if any;

Sr. No.	Name of Organization & Designation	Pay scale and total emoluments	Period of service		Number of years	Nature of Duties
			From	To		

Note: Experience without certificates shall not be considered.

12. Additional information (if any):

13.Details of certificates enclosed:

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.

Signature of the candidate:
Name: