

# गोंय विद्यापीठ

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



# 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.4/29/2018/1116

Date: 16 /08/2018

## NOTIFICATION

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

Sr. No	Name of the post	No. of Post & Category	Pay Matrix
1.	Library Assistant	01 (UR)	Level-5
2.	Driver	01 (OBC)	Level-2
3.	Field Assistant	01 (UR)	Level-2
4.	Electrician	01 (UR)	Level-2
5.	Pump Operator	01 (OBC) 01 (UR)	Level-2

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 **10.09.2018**.

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** ([http://gums.unigoa.ac.in/gums/#/rec\\_OnlineRegistrationForm](http://gums.unigoa.ac.in/gums/#/rec_OnlineRegistrationForm)) for the following post:-

Sr. No	Post	No. of Post & Category	Educational Qualification required	Pay Matrix
1.	Library Assistant	01 (UR)	<b><u>Essential:</u></b>  i) Bachelor's degree in Library Science of a recognized University  <b>OR</b>  Bachelor's degree of a recognized University with 3 years practical experience in Library.  (ii) Knowledge of Konkani.  <b><u>Desirable:</u></b>  i) Knowledge of Marathi.	Level-5

**LAST DATE : 10.09.2018.**

Application Fee **Rs. 500/-**

Scheduled Caste/Scheduled Tribe category candidates have to pay 50% (Fifty percent) of the application fee. Physically disabled candidates are exempted from the payment of fees.

Applications duly filled **online** in all respects, in the prescribed application format and alongwith relevant enclosures shall be submitted online on or before **10.09.2018**. **It is mandatory for the applicant to submit two 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 10.09.2018 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. Payments should be made by Credit Card / Debit Card / Online Banking. Choose the payment mode as Credit Card or Debit Card or NET banking and make the payment. Please ensure that you get a success message for the transaction. The following additional fees shall be charged by the bank towards online payment services:
  - a. **Credit Card:** 1.00% of the application fee plus the service tax (as applicable).
  - b. **Debit Card:** No charges up to Rs. 2000. However 1.00% plus the service tax (as applicable) of the application fee will be charged for more than Rs. 2000.
  - c. **NET Banking:** Rs. 16.00 per transaction for State Bank of India and Rs. 10.00 per transaction for all other banks.
  - d. Scheduled Caste/Scheduled Tribe category candidates have to pay 50% (Fifty percent) of the application fee. Physically disabled candidates are exempted from the payment of fees.
5. 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** ).
6. 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.
7. Once uploaded, the candidates will not be permitted to edit anything in the application form.
8. 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.
9. 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.
10. Candidates should also upload while submitting their applications the following documents:
  - a. 15 years Residence / Domicile Certificate in Goa issued by the competent authority.
  - a. 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).
  - b. Valid certificate for Person with Disabilities issued by the competent authority, if applicable.
  - c. Certificate from the employer stating the pay and allowances drawn at the present.
  - d. Testimonials ( not more than two )
  - e. 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.
11. The fee, once paid, will not be refunded under any circumstances.
12. 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).

13. Incomplete application form and application without the requisite fee will not be considered.
14. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No query seeking advice as to eligibility will be entertained.
15. Candidates called for interview will have to present themselves at their own expenses. No TA/DA will be paid to the candidates.
16. The University reserves the right not to fill up the post advertised.
17. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
18. 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.
19. 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.

**20. Documents required to be Uploaded wherever applicable :-**

<b>Sr. No.</b>	<b>Particulars of the Documents</b>	<b>Maximum Page Size</b>	<b>Format</b>
1.	Candidate Photograph	3.5 x 3.5 cm	.JPEG
2.	Birth Certificate	A4	.JPEG
3.	15 years Residence / Domicile Certificate in Goa issued by competent authority	A4	.JPEG
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.	Post Graduate Marks Card only	A4	.JPEG
10.	Other Certificates if uploaded	A4	.JPEG
11.	Salary Certificate	A4	.JPEG
12.	Testimonials	A4	.JPEG
13.	Declaration Form	A4	.JPEG

Sd/-  
Prof. Y. V. Reddy  
REGISTRAR

16<sup>th</sup>August,2018



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1	Driver	01 (OBC)	<b>Essential</b> i) S.S.C.E. or equivalent ii) Driving licence for light vehicle iii) Unblemished experience of 2 years in the line. iv) Knowledge of Konkani. <b>Desirable</b> i) Driving license for heavy vehicle ii) Knowledge of Marathi	Level-2
2	Field Assistant	01 (UR)	<b>Essential</b> i) S.S.C.E. + 3 years experience in Gardening. ii) Vocational training in Agriculture or allied subject like Horticulture, Floriculture. iii) Knowledge of Konkani. <b>Desirable</b> Knowledge of Marathi.	Level-2
3	Electrician	01 (UR)	<b>Essential</b> i) ITI Certificate + 3 years experience in the trade or S.S.C.E. + wireman / electrician course + 5 years experience. ii) Knowledge of Konkani. <b>Desirable</b> Knowledge of Marathi.	Level-2
4	Pump Operator	01 (OBC) 01 (UR)	<b>Essential</b> i) ITI Certificate in relevant trade + 3 years experience <u>OR</u> SSCE + 5 years experience ii) Knowledge of Konkani. <b>Desirable</b> ii) Knowledge of Marathi.	Level-2

**LAST DATE : 10.09.2018.**

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  - d. Valid certificate for Person with Disabilities issued by the competent authority, if applicable.
  - e. Certificate from the employer stating the pay and allowances drawn at the present.
  - f. Testimonials ( not more than two )
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