



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) for the following post:-

Sr. No	Post	No. of Post	Pay Matrix	Nature of vacancy
1.	Deputy Registrar	01 (UR)	Level-12	(UR)

LAST DATE :02.11.2018

Application Fee: ₹ 1000/-

SC/ST category candidates have to pay only 50% (fifty percent) of the application fees. Physically disabled candidates are exempted from the payment of application fees.

Applications duly filled **online** in all respects along with the prescribed application fee and relevant enclosures shall be submitted online on or before **02.11.2018**.

Eligibility qualifications:

Essential:

- (1) A postgraduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
- (1) Five years of experience as Assistant Professor with AGP of Rs.6000/- and above, with experience in educational administration

OR

Comparable experience in research establishment and/or other institutions of higher education

OR

Five years administrative experience as Assistant Registrar or in an equivalent post.

- (2) Knowledge of Konkani

Desirable:

- i) Knowledge of Marathi.

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.
5. Candidate has to first register himself/herself. Once registered, the candidate will receive a email to his/her registered email 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.
 - 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.
 - 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 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.
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 or jradmin@unigoa.ac.in

13. Incomplete application form and application without the requisite fee will not be considered.
14. Candidates called for interview will have to present themselves at their own expenses. No TA/DA will be paid to the candidates.
15. In case a large number of applications are received, Goa University reserves the right to conduct a written test in order to conduct a written test in order to shortlist candidates for interaction with the Selection Committee.
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. **Documents required to be Uploaded wherever applicable :-**

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
1.	Candidate's 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 required	A4	JPEG
11.	Salary Certificate	A4	JPEG
12.	Testimonials	A4	JPEG
13.	Declaration Form	A4	JPEG

Sd/-
(Prof. Y. V. Reddy)
REGISTRAR

04.10.2018

