



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.	Controller of Examinations	01 (UR)	Level-14	(UR)

LAST DATE : 14.01.2019.

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 **14.01.2019.**

Eligibility qualifications:

Essential:

- 1) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- 2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration **OR** comparable experience in research establishment and / or other institutions of higher education.

The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of superannuation, whichever is earlier.

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 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.
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 in JPEG 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 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. 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.	Bachelor's Degree Certificate (BA/B.Sc./B.Com, etc)	A4	.JPEG
9.	Master's Degree – Statement of Marks	A4	.JPEG
10.	Master's Degree Certificate	A4	.JPEG
11.	Other Certificates, if required	A4	.JPEG
12.	Salary Certificate	A4	.JPEG
13.	Testimonials	A4	.JPEG
14.	Declaration Form	A4	.JPEG

December, 2018

Prof. Y. V. Reddy
REGISTRAR