GOA UNIVERSITY
Taleigao Plateau, Goa - 403 206 INDIA
Established by State Legislature by Notification No. LD/10/7/84 (D) of year 1984
Tel .Phone: 8669609013,8669609291,8669609068,8669609022and 8669609069
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Fax +091-832-2451184/2452889 Web site: www.unigoa.ac.in

GU/Admn.(NT)/IQAC/79(I)/2019/2566   Date: 07/03/2019

NOTIFICATION

Goa University invites applications online for the following post on Part time basis:-

Sr. No.	Post	No. of Post	Pay Matrix
1.	Social Media Consultant	01	Rs.15,000/- Per month (Consolidated) for two days in a week

Detailed information can be downloaded from University website www.unigoa.ac.in   Last date for submission of **online** application form is **29/03/2019.**

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) for the following post on part time basis:-

Sr. No	Post	No. of Post	Educational Qualification required	Pay Matrix
1.	Social Media Consultant	01	i) A post-graduate degree in any branch of knowledge from a recognized university. ii) Demonstrated writing skills in different languages iii) Proven ability of successfully bringing organizations on social media platforms. iv) Established linkages with the print and social media. v) Familiarity with the academic processes.	Rs.15,000/- Per month (Consolidated) for two days in a week

LAST DATE :29.03.2019

Applications duly filled **online** in all respects, in the prescribed application format and along with relevant enclosures shall be submitted online on or before **29.03.2019.**

Job requirements for the post the Social Media Consultant are as follows:-

The consultant would:

- Engage more actively with stakeholders by sharing knowledge and research emerging from Goa University,
- Collaborate with existing initiatives such as the University website to disseminate news for greater visibility on social media platforms.
- Enhance the University's visual footprints in cyberspace.
- Train staff and students to generate content for stakeholders

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. Candidate has to first register himself/herself. Once registered, the candidate will receive an 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**).
5. 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.
6. Once uploaded, the candidates will not be permitted to edit anything in the application form.
7. 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.
8. 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.
9. 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. Certificate from the employer stating the pay and allowances drawn at present.
   c. Testimonials (not more than two)
   d. 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.
10. 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
11. Incomplete application form and application without the requisite fee will not be considered.
12. Candidates called for interview will have to present themselves at their own expenses. No TA/DA will be paid to the candidates.
13. 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.
14. The University reserves the right not to fill up the post advertised.
15. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
16. The selection procedure will be as decided by the Goa University.

17. **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.	SSC or equivalent	A4	JPEG
4.	HSSC or equivalent	A4	JPEG
5.	Under Graduate Certificate	A4	JPEG
6.	Post Graduate Marks Card only	A4	JPEG
7.	Other Certificates if required	A4	JPEG
8.	Testimonials	A4	JPEG
9.	Declaration Form	A4	JPEG

Sd/-

(Prof. Y. V. Reddy)
REGISTRAR

07.03.2019