GOA UNIVERSITY

ADVERTISEMENT No. GU/Admn.(NT)/WII/496/2019

Goa University invites applications to fill up the following non-teaching posts purely ON CONTRACT BASIS for short duration, without any right/claim for regular appointment. The details of vacancies are indicated below.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the posts</th>
<th>Consolidated salary (Per month)</th>
<th>No. of Post In each Category</th>
<th>Total No. Of Post</th>
<th>Date of interview and time</th>
<th>Registration Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library Assistant</td>
<td>Rs. 18,000/-</td>
<td>01 - - - -</td>
<td>01</td>
<td>30/9/2019 at 3.00 p.m</td>
<td>From 2.30 p.m. To 3.00 p.m.</td>
</tr>
<tr>
<td>2</td>
<td>Technical Assistant</td>
<td>Rs. 20,000/-</td>
<td>01 - - - -</td>
<td>01</td>
<td>30/9/2019 at 4.00 p.m</td>
<td>From 3.30 p.m. To 4.00 p.m.</td>
</tr>
<tr>
<td>3</td>
<td>Office Assistant</td>
<td>Rs. 15,975/-</td>
<td>12 05 - 02 01</td>
<td>20</td>
<td>3/10/2019 at 10.30 a.m</td>
<td>From 10.00 a.m. To 10.30 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>Junior Programmer</td>
<td>Rs. 30,375/-</td>
<td>06 02 - - -</td>
<td>08</td>
<td>4/10/2019 at 10.30 a.m</td>
<td>From 10.00 a.m. To 10.30 a.m.</td>
</tr>
<tr>
<td>5</td>
<td>Site Supervisor</td>
<td>Rs. 15,750/-</td>
<td>02 - - - -</td>
<td>02</td>
<td>17/10/2019 at 10.30 a.m</td>
<td>From 10.00 a.m. To 10.30 a.m.</td>
</tr>
<tr>
<td>6</td>
<td>Security Supervisor</td>
<td>Rs. 15,750/-</td>
<td>01 01 - - -</td>
<td>02 (one Female)</td>
<td>17/10/2019 at 11.30 a.m</td>
<td>From 11.00 a.m. To 11.30 a.m.</td>
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<tr>
<td>7</td>
<td>Assistant Garden Superintendant</td>
<td>Rs. 30,375/-</td>
<td>01 - - - -</td>
<td>01</td>
<td>17/10/2019 at 12.00 p.m</td>
<td>From 11.30 a.m. To 12.00 p.m.</td>
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<tr>
<td>8</td>
<td>Multitasking Staff</td>
<td>Rs. 15,750/-</td>
<td>06 02 - 01 01</td>
<td>10</td>
<td>18/10/2019 at 10.30 a.m</td>
<td>From 10.00 a.m. To 10.30 a.m.</td>
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<tr>
<td>9</td>
<td>Laboratory Assistant</td>
<td>Rs. 17,100/-</td>
<td>04 01 - - -</td>
<td>05</td>
<td>21/10/2019 at 10.30 a.m</td>
<td>From 10.00 a.m. To 10.30 a.m.</td>
</tr>
</tbody>
</table>

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

1. **Library Assistant**
   a) **Essential**:  
      i) Bachelors degree in Library Science of a recognized University.  
      
   b) **Desirable**:  
      i) Knowledge of Marathi.

   ii) Bachelors degree of a recognized University with 3 years practical experience in Library.  
   iii) Knowledge of Konkani.
2. Technical Assistant
   a) **Essential:**
      i) H.S.S.C. Pass or equivalent from recognized institution.
      ii) Typing & Computer skills.

   b) **Desirable:**
      i) Knowledge of English, Hindi, Konkani & Marathi.
      ii) 01 year work experience.

3. Office Assistant
   a) **Essential:**
      i) Possessing Higher Secondary School Certificate from a recognized Board or equivalent.
      ii) Should be Computer literate.
      iii) Knowledge of Konkani.

   b) **Desirable:**
      i) Knowledge of Marathi.

4. Junior Programmer
   a) **Essential:**
      i) Graduate of a recognized University.
      ii) One Year Post Graduate Diploma in Computer Application from a recognized Institution.
      iii) Knowledge of Konkani.

   b) **Desirable:**
      i) Knowledge of Marathi.
      ii) 2 years experience in data processing and programme development.

5. Site Supervisor
   a) **Essential:**
      i) S.S.C.E or equivalent.
      ii) 2 years experience in the area.
      iii) Knowledge of Konkani.

   b) **Desirable:**
      i) Knowledge of Marathi.

6. Security Supervisor
   a) **Essential:**
      i) S.S.C.E. or equivalent qualification.
      ii) Valid two/four wheeler driving license.
      iii) Three years experience in reputed firm.
      iv) Knowledge of Konkani.

   b) **Desirable:**
      i) Knowledge of Marathi.
7. Assistant Garden Superintendant
a) Essential:
i) B.Sc. in Agriculture/Horticulture or Forestry + 3 years experience in the area.
ii) Knowledge of Konkani.

b) Desirable:
i) Knowledge of Marathi.

8. Multitasking Staff
a) Essential:

OR
Passed course conducted by industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.

Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.
ii) Knowledge of Konkani.

b) Desirable:
i) Knowledge of Marathi.
ii) Multi-tasking skills such as Knowledge of operating office machines including computers.

9. Laboratory Assistant
a) Essential:
i) Intermediate / Sr. Cambridge / Higher Secondary Certificate with Science subjects or equivalent qualifications.
ii) Knowledge of Konkani

b) Desirable:
i) Experience of handling tools and stores.
ii) Knowledge of Marathi.

The 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 alongwith bio-data, self-certified documents of educational qualifications, experience, 15 years residence certificate and valid Employment Registration Card. The age should not exceed 45 years. (Relaxable to SC/ST/OBC/PWD candidates as per State Government norms).

Date: 18/09/2019

Prof. Y. V. Reddy
REGISTRAR
Prescribed Application Proforma

From:
Name/Address:

To
The Registrar
Goa University
Taleigao Plateau
Goa 403 206

Date: / /2019

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. Category: (UR/OBC/SC/ST/Ex-Servicemen):

8. Educational qualifications/Additional qualification, if any:

<table>
<thead>
<tr>
<th>Qualification (SSC onwards)</th>
<th>Name of Board/University</th>
<th>Month and year of passing</th>
<th>Total marks obtained</th>
<th>Percentage of marks obtained</th>
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</thead>
</table>
9. Experience, if any;

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<tr>
<th>Sr. No.</th>
<th>Name of Organization &amp; Designation</th>
<th>Period of service</th>
<th>Scale of pay/emoluments</th>
<th>Number of years</th>
<th>Nature of Duties</th>
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<td>From</td>
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Note: Experience without certificates shall not be considered.

10. Additional information (if any):

11. 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: