



**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	Seventh Pay Matrix	Nature of vacancy
1.	Assistant Registrar	01 (OBC)	Level-10	(OBC)

**LAST DATE: 25.01.2020.**

Application Fee: ₹ 1000/-

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 **25.01.2020**.

**Eligibility:**

**Essential:**

- i) The minimum qualifications will be Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with good academic record.
- ii) Knowledge of Konkani.
- iii) 15 years Residence / Domicile Certificate in Goa issued by the competent authority. (Office of Mamlatdar).

**Desirable:**

- i) Knowledge of Marathi.

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.
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. Passport size colour photograph of 3.5 x 3.5 cms (avoid white/light background) with full size less than 100 kb in JPEG format having 80% coverage of face.
  - 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 the present.
  - e. Testimonials ( not more than two )
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. University reserves the right to conduct written test to shortlist the candidates in case the number of applicants are more than 10.
17. The University reserves the right not to fill up the post advertised.
18. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
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 OBC/PWD candidates would be as per State Government norms.
20. **Documents required to be Uploaded wherever applicable :-**

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
<b>Personal Information</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 (OBC)	A4	.JPEG
5.	Person with Disabilities Certificate	A4	.JPEG
<b>Educational Qualification</b>			
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
<b>Employment Details</b>			
11.	Experience Certificates (If Require)	A4	.JPEG
12.	Salary Certificate (if Require)	A4	.JPEG
<b>References &amp; Testimonials</b>			
13.	Testimonials	A4	.JPEG
<b>Declaration</b>			
14.	Declaration Form	A4	.JPEG

Sd/-  
Prof. Y. V. Reddy  
REGISTRAR