

गोंय विद्यापीठ  
ताळगाव पठार 403206  
गोंय, भारत



**Goa University**  
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Goa, India

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State Public University since 1985  
Recognized by UGC u/s 12-B  
(Accredited by NAAC with A Grade)

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Website: [www.unigoa.ac.in](http://www.unigoa.ac.in)

GU/Admn.(NT)/WII/496/2022/1416

Date: 21/ 10/ 2022

## **NOTIFICATION**

Goa University invites applications **online** on contract basis for the following posts:-

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Number of Post</b>	<b>Consolidated Salary (in Rs.)</b>
1.	Library Assistant	04	Rs. 23,028/-
2.	Junior Stenographer	01	Rs. 23,028/-
3.	Office Assistant (LDC)	50	Rs. 21,513/-
4.	Multi-Tasking Staff (MTS)	25	Rs. 21,210/-
5.	Site Supervisor	01	Rs. 21,210/-

Detailed information can be downloaded from University website [www.unigoa.ac.in](http://www.unigoa.ac.in).

Last date for submission of **online** application form is **08-11-2022**.

Sd/-  
(Prof. V. S. Nadkarni)  
REGISTRAR



## **GOA UNIVERSITY**

Sub Post Office Goa University  
Taleigao Plateau, Goa – 403 206 INDIA

### **Information Brochure**

Goa University invites applications to fill up the following non-teaching post purely **ON CONTRACT BASIS**. The details of vacancies are indicated below:

Click here to apply online: [http://gums.unigoa.ac.in/gums/#/rec\\_OnlineRegistrationForm](http://gums.unigoa.ac.in/gums/#/rec_OnlineRegistrationForm)

<b>Sr. No.</b>	<b>Name of the post</b>	<b>No. of Post &amp; Category</b>	<b>Educational Qualification</b>	<b>Consolidated Salary (in Rs.)</b>
1.	Library Assistant	<b><u>Total - 4</u></b> UR – 3 OBC – 1	<b>a) <u>Essential:</u></b> i) Higher Secondary School Certificate or equivalent. ii) Diploma in Library Science (Two years course after Matriculation) iii) Knowledge of Konkani <b>b) <u>Desirable:</u></b> i) Experience in the working of Library. ii) Knowledge of Marathi.	Rs. 23,028/-
2.	Junior Stenographer	<b><u>Total – 1</u></b> UR - 1	<b>a) <u>Essential:</u></b> i) Higher Secondary Certificate or equivalent qualification from a recognised Institution. ii) Should be Computer Literate. iii) Speed of 100 words per minute in Short Hand and 35 words per minute in typewriting. iv) Knowledge of Konkani <b>b) <u>Desirable:</u></b> i) Knowledge of Marathi.	Rs. 23,028/-
3.	Office Assistant (LDC)	<b><u>Total - 50</u></b> UR – 23 SC – 01 ST – 6 OBC – 13 PwD – 2 (PwD-1*, PwD-1**)	<b>a) <u>Essential</u></b> i) Possessing Higher Secondary School Certificate  <b>OR</b> All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized	Rs. 21,513/-

		EWS – 5	institution. ii) Knowledge of Computer application/ operations with typing speed of 30 words per minutes in English. iii) Knowledge of Konkani. <b>b) Desirable</b> i) Knowledge of Marathi.	
4.	Multi-Tasking Staff (MTS)	<b>Total - 25</b> UR – 13 ST – 3 OBC – 6 PwD – 1* EWS – 2	<b>a) Essential:</b> i) Passed Secondary School Certificate Examination from a recognized Board/ Institution. <b>OR</b> Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. <b>Note:</b> 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>b) Desirable:</b> i) Knowledge of Marathi. ii) Multi-tasking skills such as knowledge of operating office machines including computers.	Rs. 21,210/-
5.	Site Supervisor	<b>Total -1</b> UR - 1	<b>c) Essential:</b> i) S.S.C.E. or equivalent qualification. ii) 2 years experience in the area. iii) Knowledge of Konkani <b>d) Desirable:</b> i) Knowledge of Marathi.	Rs. 21,210/-

UR- Unreserved, OBC – Other Backward Classes, ST – Scheduled Tribe, SC – Scheduled Caste, EWS – Economic Weaker Section, PwD – Person with Disabilities

**Person with Disabilities:**

- a) Persons with Locomotor Disabilities; \*  
b) Persons Autism, intellectual disability, specific learning disability and mental illness (ASD, ID, SLD and MI) \*\*

**Last date for submission of online application is: 08<sup>th</sup> November 2022**

**Application Fee:**

- a. Unreserved / General Candidates shall have to pay ₹. **200/-** per application
- b. Scheduled Caste/Scheduled Tribe category candidates have to pay 50% (Fifty percent) of the application fee.
- c. No fees shall be charged from Persons with Disability.

Applications duly filled **online** in all respects alongwith the prescribed application fee and relevant enclosures may be submitted online on or before **08-11-2022**.

**Age limit:** 45 years (Relaxable by 5 years for persons in regular service of Government of Goa and for candidates belonging to reserved category i.e., SC/ST/OBC/EWS/PwD's as per Goa State Government rules issued by competent authority.

**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 on the online portal. 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 :-
  - i. Login: **(candidates registered email ID)**
  - ii. Password: **(reference number as indicated in the 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. Payment should be made by Credit Card/ Debit Card/ Online Internet Banking. Ensure that you get a success message for the transaction. It may be noted that **additional fees towards online banking services if any, shall be deducted by the Bank.**
7. Once uploaded, the candidate will not be permitted to edit anything in the application form.
8. Candidates should also upload, wherever asked, clear scanned images of 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. 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. (Non creamy layer certificate in respect of OBC candidates).

- c. Valid certificate for Person with Disabilities issued by the competent authority, if applicable.
- d. Passport size Color 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. The fee, once paid, shall not be refunded under any circumstances.
11. 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 [jointregadmin@unigoa.ac.in](mailto:jointregadmin@unigoa.ac.in)
12. Incomplete application form and application without the requisite fee will not be considered.
13. There will be no oral interviews. The selection of the candidates will be based on the written test and such other test in terms of the Office Memorandum issued by the Personnel Department, Government of Goa.
14. Candidates called for answering the written test will have to present themselves at the given venue by the University at their own expenses. No TA/DA will be paid to the candidates for this purpose.
15. The University reserves the right not to fill up the posts advertised.
16. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
17. **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 (SC/ST/OBC) (If applicable)	A4	.JPEG
5.	Person with Disabilities Certificate (If applicable)	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.	Other Certificates if uploaded	A4	.JPEG
<b>Employment Details</b>			
10.	Experience Certificates (If applicable)	A4	.JPEG

11.	Salary Certificate (If applicable)	A4	.JPEG
<b>References &amp; Testimonials</b>			
12.	Testimonials	A4	.JPEG
<b>Declaration</b>			
13.	Declaration Form(If applicable)	A4	.JPEG

Sd/-  
(Prof. V.S. Nadkarni)  
REGISTRAR

Date: 21/10/2022