

Instructions

1. Candidates are requested to read the Brochure carefully provided in the earlier page to check their eligibility for which they intend to apply.
2. **The University shall have right to fill up the vacancies of Professor at the level of Associate Professor /Assistant Professor if an eligible/meritorious candidate is not available at the level of Professor. Similarly, posts at the Associate Professor level may be filled at the Assistant Professor level if an eligible/meritorious candidate is not available at the level of Associate Professor.**
3. Candidates may apply for more than one position. The candidates have to pay Rs.1000/- to apply for specific position separately in a discipline. The candidates applying for more than one discipline shall have to reregister to proceed further for applying. However, the same requisite fee will be charged extra for such applications for each of the disciplines. The candidates, who are applying from abroad, have to pay Rs.7000/-. 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.
4. The following additional fees shall be charged by the bank towards online payment services:
 - **Credit Card: 1.00%** of the application fee plus the service tax as applicable.
 - Debit Card: 0.75% of the application fee up to **Rs. 2000** plus the service taxes and **1.00%** of the application fee for **more than Rs. 2000.** plus service taxes
 - **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 themselves. Once registered, the candidate will receive a mail to his mail id as provided while registering for verification. The candidate should verify the mail id by clicking the link 'Verify'. Immediately after verifying, the candidate will receive one more mail wherein a link will be provided to proceed for filling the application form.
6. There are 7 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 can 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 experience and of the Matriculation or equivalent certificate in support of their age.

10. Candidates should also upload while submitting their applications the following documents:
 - Caste certificates should be submitted from the competent authority of the State of Goa if the candidate belongs to Scheduled Caste/ Scheduled Tribe/ Other backward class.
 - Certificate from the employer stating the pay and allowances drawn at the present.
 - Testimonials, (03).
 - Documentary evidence in support of their claims under Category I as a single PDF file.
 - Documentary evidence in support of their claims under Category II as a single PDF file.
 - Documentary evidence in support of their claims under Category III as a single PDF file.
 - 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 given in Personal Information part of the application form should be communicated immediately to the Registrar, Goa University at registrar@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.