



INFORMATION BROCHURE

GOA UNIVERSITY

Goa University invites applications for the following regular positions in Distance Education Information & Training Infrastructure Studio as per the given details:-

Sr. No.	Name of the post	Category of reservation & No. of Posts	Scale of Pay
1.	Assistant Director (Engineering)	02-UR	PB-3 ₹15600-39100 + GP ₹5400/-
2.	Engineering Assistant	01-UR 01-PD	PB-2 ₹9300-34800 + GP ₹4200/-

Interested and eligible candidates may submit their applications duly completed in all respects to the Registrar, Goa University, Taleigao Plateau Goa, 403206 on or before 5/8/2015 along with processing fees of Rs.300/- drawn in favour of Registrar, Goa University by DD payable at SBI, Goa University Branch.

The University reserves the right to accept or reject the applications received after the last date.

The minimum qualifications, age and the scale of pay for the posts are as prescribed below:-

1. ASSISTANT DIRECTOR (ENGINEERING)- Two posts (Regular)

Educational Qualification:

Essential:

- M.Sc./B.E./B.Tech. in Electronics from recognized University.
- 5 years experience in satellite uplink/Linear and non linear video editing/Online video mixing/audio editing/ Interfacing audio-video equipments with computer.
- Working knowledge of Konkani language.

Desirable:

- Knowledge of using Adobe Premiere Pro Video editing software.

- (ii) Experience of installing Extended-C Band dish antenna.
- (iii) Knowledge of Marathi language.

Age Limit: Not exceeding 40 years (Relaxable by 5 years to Govt./Goa University employees.)

2. ENGINEERING ASSISTANT - Two Posts - Regular (One post reserved for PD category).

Educational Qualification:

Essential:

- (i) Bachelor of Science/Computer/IT from recognized University/ Polytechnic. OR 3 years diploma in electrical or electronic or Computer science from a recognized University.
- (ii) 3 years experience in Satellite uplink/Linear and non linear video editing/Audio editing/Camera handling/Field Photography/Studio illumination.
- (iii) Working knowledge of Konkani language.

Desirable:

- (i) Knowledge of computer hardware and software.
- (ii) Experience of installing Extended-C Band dish antenna.
- (iii) Knowledge of Marathi language.

Age Limit: Not exceeding 40 years (Relaxable by 5 years to Govt./Goa University employees.)

General

1. Each applicant must send 6 copies of the application, one of which must be hand-written or typed and the other could be photocopies.
2. All Annexures should be self attested.
3. Age relaxation for PD candidates will apply as per rules and they are exempted from application fee.
4. Attested photocopies of all certificates should be submitted alongwith the application.
5. The applications will be screened by a Committee on the basis of qualifications and experience and only candidates recommended by the Screening Committee shall be called for interview.
6. Candidates who are already employed shall send their applications through proper channel.
7. Incomplete applications will not be considered.
8. Canvassing in any form by or on behalf of the candidate will lead to

disqualification of the candidate.

9. The University reserves the right not to fill up the post advertised, or fill up the post on short term basis.

20th July, 2015.

Sd/-
Prof. V. P. Kamat
REGISTRAR

Application Fees Rs.300/-

Date of advertisement _____

Serial Number of post _____



GOA UNIVERSITY

AFFIX
RECENT
PASSPORT
SIZE
PHOTOGRAPH

To
The Registrar,
Goa University
Taleigao Plateau, Goa 403 206
Telephone No. 6519005/6519006
E-Mail : registrar@unigoa.ac.in

Application for the post of _____

1) a) Name in Block letters:

(Surname)

(First name)

(Middle name)

b) Father's/Husband's Name

2) Postal address in full:

(in block letters)

Pin code:

Telephone/Mob No.:

E-mail:

3) Date and place of birth:

4) Age:

5) Nationality :

6) Whether belonging to reserved category: SC/ST/OBC/PD

(Attach attested copy of valid caste/disability certificate)

7) Educational Qualifications:

Examination	University/ Board	Year of passing	Main Subject	Percentage of marks or grade.	Class/Division
1.SSC/SSLC					
2. Higher Secondary					
3. Bachelor's Degree					

4. Master's Degree					
5. Additional Qualifications, if any					
a)					
b)					
c)					
6. Other Achievements, if any					
a)					
b)					

8) Work experience, starting with the most recent experience in reverse chronological order:

Sr. No	Institution	Designation	Period of Service		Scale of pay	Nature of work
			(dd/mm/yy)	(dd/mm/yy)		

(Please add an extra sheet if necessary)

9) Do you have any experience in Computer Application and/or Management Information System in educational administration?

Yes/No

If Yes, please give details:

10) Do you have knowledge/experience in handling satellite uplink/ Linear and non linear video editing/Online video mixing/ audio editing/ Interfacing audio-video equipments with computer?

Yes/No

If Yes, please give details:

11) Significant contributions made to previous institutions/organizations in educational administration.

12) Details about present position:

(a) Name of the Institution where employed:

(b) Present designation

(c) Pay scale

(d) Present pay Rs.

D. A. Rs.

H. R. A. Rs.

C. C. A. Rs.

Other allowances, if any Rs.

Total Rs. _____

(e) Date of appointment _____

(f) Date of next increment _____

13) Name, designation and address of persons who have given testimonials, if any. (attach copies of testimonials):

14) Name, designation and addresses of not more than three persons to whom references may be made.

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.

Place: _____

(Signature of candidate)

Date: _____

Forwarded through proper channel, if employed:

Place:

Signature and Seal of the Head
of the Organization/Institution)

Date:

INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications through proper channel.
2. Candidates should also send their applications, self certified photocopies of the degree or diploma certificates and statements of marks or other certificates in support of their educational qualifications and experience and of the Secondary/Higher Secondary/equivalent certificate in support of their age.
3. Candidates should also send with their applications attested photocopies of the following documents
 - a. Certificate from the employer, if employed, stating the pay and allowances drawn at the present.
 - b. Testimonials, if any.
4. If the space provided is insufficient; information may be given on a separate sheet duly signed by the candidates and the same may be sent with the application.
5. Every application should be sent in six copies together with enclosures.
6. Application should be sent to the Registrar, Goa University, SPO Goa University, Taleigao Plateau Goa 403 206 as to reach him on or before the last date prescribed. The University reserves the right of accepting / rejecting applications received after the last date specified.
7. Candidates who apply for the post should send applications along with the requisite fee by means of a crossed Demand Draft. Physically Disabled candidates are exempted from payment of application fee.
8. Money orders or cheques or cash will not be accepted by the University.
9. The fee will not be refunded once an application has been accepted by the University.
10. Any change of address given in column 2 of the application form should at once be communicated to the Registrar, at the above address.
11. Incomplete applications and applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No inquiry on the eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses.
14. The university reserves the right not to fill up the post advertised.

-----X-----