

गोंय विद्यापीठ
ताळगाव पठार 403206
गोंय, भारत



Goa University
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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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GU/Admn.(NT)/RSNT/50/2022/1341

Date:13 /10/2022

NOTIFICATION

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

Sr. No	Name of the post	No. of Post & Category	Pay Matrix
1.	Lower Division Clerk	5 (UR-3, CFF-1, OBC-1)	Level -2
2	Binder Grade II	1 (UR)	Level 2
3	Multitasking Staff	38 (UR- 18, OBC-10, ST-4, PWD*-1, PWD**-1, EWS-3, CFF-1)	Level- 1

*- Person with Blindness,

** - Person with Autism, intellectual disability, specific learning disability and mental illness

Detailed information can be downloaded from University website www.unigoa.ac.in. Last date for submission of **online** application form is 14/11/2022.

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 **online** (http://gums.unigoa.ac.in/gums/#/rec_OnlineRegistrationForm) for the following posts:-

Sr. No.	Name of the post	No. of Post & Category	Educational Qualification	Pay Matrix
1.	Lower Division Clerk	5 (UR-3, CFF-1, OBC-1)	<u>a) Essential</u> i) Possessing Higher Secondary School Certificate OR All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized institution. ii) Knowledge of Computer application/ operations with typing speed of 30 words per minutes in English. iii) Knowledge of Konkani. iv) 15 years Residence/Domicile Certificate in Goa issued by the competent authority. <u>b) Desirable</u> i) Knowledge of Marathi.	Level-2
2.	Binder Grade II	1 (UR)	<u>a) Essential</u> i) Passed the Secondary School Certificate Examination from a recognised Board/ institution OR Successfully Completed the course conducted by a recognized Industrial Training Institute or equivalent, in any trade ii) Two years experience as a Binder iii) Should pass the qualifying trade test in Binding conducted by Department iv) Knowledge of Konkani v) 15 years Residence/Domicile Certificate in Goa issued by the competent authority. <u>b) Desirable</u> Knowledge of Marathi	Level -2

3.	Multi Tasking Staff	38 (UR- 18, OBC-10, ST-4, PWD*-1 PWD**-1, EWS-3, CFF-1)	<p><u>a) Essential:</u></p> <p>i) Secondary School Certificate from a recognized Board.</p> <p style="text-align: center;">OR</p> <p>Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.</p> <p>Note: Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, may be considered in case posts relates to technical work.</p> <p>ii) Knowledge of Konkani.</p> <p>iii) 15 years Residence/Domicile Certificate in Goa issued by the competent authority.</p> <p><u>b) Desirable:</u></p> <p>i) Knowledge of Marathi.</p> <p>ii) Multi-tasking skills such as knowledge of operating office machines including computers.</p>	Level-1
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*- Person with Blindness

** - Person with Autism, intellectual disability, specific learning disability and mental illness

LAST DATE : 14/11/2022

Application Fee: ₹ 200/-

Scheduled Caste/Scheduled Tribe category candidates have to pay 50% (Fifty percent) of the application fee. Physically disabled candidates are exempted from the payment of fees.

Applications duly filled **online** in all respects alongwith the prescribed application fee and relevant enclosures may be submitted online on or before 14/11/2022.

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/PwDs as per Goa State Government 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. 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 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 who are already employed shall submit their applications after necessary endorsement by the Head of the concerned Institution/Department. The PDF form of declaration may be downloaded 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, 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.
10. 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. Testimonials (not more than two)
 - e. 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.
11. The fee, once paid, shall 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 or jointregadmin@unigoa.ac.in
13. Incomplete application form and application without the requisite fee will not be considered.
14. 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.
15. 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.
16. The University reserves the right not to fill up the posts advertised.
17. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
18. **Documents required to be Uploaded wherever applicable :-**

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
Personal Information			
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
Educational Qualification			
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
Employment Details			
10.	Experience Certificates (If applicable)	A4	.JPEG
11.	Salary Certificate (If applicable)	A4	.JPEG
References & Testimonials			
12.	Testimonials	A4	.JPEG
Declaration			
13.	Declaration Form(If applicable)	A4	.JPEG

Date:12/10/2022

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