गोंय विद्यापीठ
ताळगाव पठार 403206
गोंय, भारत

Goa University
Taleigao Plateau 403206
Goa, India

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/50/2022/2342   Date:21 /02/2023

NOTIFICATION

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

Sr. No	Post	No. of Post	Pay Matrix
1.	Deputy Registrar	01 (UR)	Level-12

Detailed information can be downloaded from University website www.unigoa.ac.in. Last date for submission of **online** application form is 23/03/2023 before 12.00 noon.

                                                        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 post:-

Sr. No	Post	No. of Post	Pay Matrix	Nature of vacancy
1.	Deputy Registrar	01 (UR)	Level-12	(UR)

LAST DATE :**23/03/2023 at 12.00 noon**

Application Fee: ₹**1000/-**

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.

Applications duly filled **online** in all respects along with the prescribed application fee and relevant enclosures shall be submitted online on or before 23/03/2023, 12.00 noon.

Eligibility qualifications:

Essential:

(1) A postgraduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
(2) Five years of experience as Assistant Professor with AGP of Rs.6000/- and above, with experience in educational administration
<div align="center">**OR**</div>
Comparable experience in research establishment and/or other institutions of higher education
<div align="center">**OR**</div>

Five years administrative experience as Assistant Registrar or in an equivalent post.

(3) Knowledge of Konkani
(4) 15 years Residence/Domicile Certificate in Goa issued by the competent authority (Office of Mamlatdar)

Desirable:

1) Knowledge of Marathi.

Age limit: 45 years (Relaxable by 5 years for persons in regular service of Government of Goa and relaxation 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 and 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. Candidates have to first register themselves on the online portal. Once registered, the candidate will receive a mail to his/her registered e-mail ID providing the reference number. Candidate has to use Login details as per the given format below :-
     i. Login: (**candidates registered e-mail ID**)
     ii. Password: (**reference number as indicated in the e-mail**).
5. There are **7 (seven)** parts which are required to be filled. The candidates may keep on saving 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. If the money is deducted from bank account during payment and the candidate has not received payment success message, then candidates are instructed to inform immediately to **recruit.nt@unigoa.ac.in**. Do not retry to pay in such cases.
8. Once submitted, the candidate will not be permitted to edit the application form.
9. Candidates who are already employed shall submit their applications after necessary endorsement by the Head of the concerned Institution/Department. In respect of the applicant who are employed, 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. Those applicants who are not employed anywhere are required to sign the self-declaration part only and upload the same.
10. Candidates should also upload, wherever asked, scanned legible 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.
11. Candidates should also upload while submitting their applications the following documents:
    a. 15 years valid Residence 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 cm (avoid white/ light background) **with file size less than 100 kb in JPEG format** having 80% coverage of face.
12. The fee, once paid, shall not be refunded under any circumstances.
13. Any change of address, as given in Personal Information part of the application form, should be communicated immediately by e-mail at recruit.nt@unigoa.ac.in.
14. Incomplete application form and application without the requisite fee will not be considered.

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.
17. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
18. The age of the applicant should not exceed 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.
19. Documents required to be Uploaded wherever applicable :-

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
1.	Candidate's Photograph	3.5 x 3.5 cm	JPEG
2.	Birth Certificate	A4	JPEG
3.	15 years Residence Certificate in Goa issued by competent authority	A4	JPEG
4.	Caste Certificate (SC/ST/OBC)	A4	JPEG
5.	Person with Disabilities Certificate	A4	JPEG
6.	SSC or equivalent	A4	JPEG
7.	HSSC or equivalent	A4	JPEG
8.	Under Graduate Mark sheet(BA/B.Sc./B.Com, etc.)	A4	JPEG
9.	Post Graduate Mark sheet only	A4	JPEG
10.	Other Certificates if required	A4	JPEG
11.	Salary Certificate	A4	JPEG
12.	Testimonials	A4	JPEG
13.	Declaration Form	A4	JPEG

Sd/-

Date:21/02/2023
(Prof. V. S. Nadkarni)
REGISTRAR