



GOA UNIVERSITY

ADVERTISEMENT No. GU/Admn.(NT)/WII/496/2019

Goa University invites applications to fill up the following non-teaching posts purely ON CONTRACT BASIS for short duration, without any right/claim for regular appointment. The details of vacancies are indicated below.

Sr. No.	Name of the posts	Consolidated salary (Per month)	No. of Post In each Category					Total No. Of Post	Date of interview and time.	Registration Time
			UR	OBC	SC	ST	CFF			
1.	Library Assistant	Rs. 18,000/-	01	-	-	-	-	01	30/9/2019 at 3.00 p.m	From 2.30 p.m. To 3.00 p.m.
2.	Technical Assistant	Rs. 20,000/-	01	-	-	-	-	01	30/9/2019 at 4.00 p.m	From 3.30 p.m. To 4.00 p.m.
3.	Office Assistant	Rs. 15,975/-	12	05	-	02	01	20	3/10/2019 at 10.30 a.m	From 10.00 a.m. To 10.30 a.m.
4.	Junior Programmer	Rs. 30,375 /-	06	02	-	-	-	08	4/10/2019 at 10.30 a.m	From 10.00 a.m. To 10.30 a.m.
5.	Site Supervisor	Rs. 15,750 /-	02	-	-	-	-	02	17/10/2019 at 10.30 a.m	From 10.00 a.m. To 10.30 a.m.
6.	Security Supervisor	Rs. 15,750/-	01	01	-	-	-	02 (one Female)	17/10/2019 at 11.30 a.m	From 11.00 a.m. To 11.30 a.m.
7.	Assistant Garden Superintendant	Rs. 30,375/-	01	-	-	-	-	01	17/10/2019 at 12.00 p.m.	From 11.30 a.m. To 12.00 p.m.
8.	Multitasking Staff	Rs. 15,750/-	06	02	-	01	01	10	18/10/2019 at 10.30 a.m	From 10.00 a.m. To 10.30 a.m.
9.	Laboratory Assistant	Rs. 17,100/-	04	01	-	-	-	05	21/10/2019 at 10.30 a.m	From 10.00 a.m. To 10.30 a.m.

The minimum essential educational qualification required for the said positions shall be:

1. Library Assistant

a) Essential:

i) Bachelors degree in Library Science of a recognized University.

OR

ii) Bachelors degree of a recognized University with 3 years practical experience in Library.

iii) Knowledge of Konkani

b) Desirable:

i) Knowledge of Marathi.

2. Technical Assistant

a) Essential:

- i) H.S.S.C. Pass or equivalent from recognized institution.
- ii) Typing & Computer skills.

b) Desirable:

- i) Knowledge of English, Hindi, Konkani & Marathi.
- ii) 01 year work experience.

3. Office Assistant

a) Essential:

- i) Possessing Higher Secondary School Certificate from a recognized Board or equivalent.
- ii) Should be Computer literate.
- iii) Knowledge of Konkani.

b) Desirable:

- i) Knowledge of Marathi

4. Junior Programmer

a) Essential:

- i) Graduate of a recognized University.
- ii) One Year Post Graduate Diploma in Computer Application from a recognized Institution.
- iii) Knowledge of Konkani.

b) Desirable:

- i) Knowledge of Marathi.
- ii) 2 years experience in data processing and programme development.

5. Site Supervisor

a) Essential:

- i) S.S.C.E or equivalent.
- ii) 2 years experience in the area.
- iii) Knowledge of Konkani.

b) Desirable:

- i) Knowledge of Marathi.

6. Security Supervisor

a) Essential:

- i) S.S.C.E. or equivalent qualification.
- ii) Valid two/four wheeler driving license.
- iii) Three years experience in reputed firm.
- iv) Knowledge of Konkani.

b) Desirable:

- i) Knowledge of Marathi.

7. Assistant Garden Superintendant

a) Essential:

- i) B.Sc. in Agriculture/Horticulture or Forestry + 3 years experience in the area.
- ii) Knowledge of Konkani.

b) Desirable:

- i) Knowledge of Marathi.

8. Multitasking Staff

a) Essential:

- i) Passed Secondary School Certificate Examination from a recognized Board/Institution.

OR

Passed course conducted by industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.

Note: 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) Desirable:

- i) Knowledge of Marathi.
- ii) Multi-tasking skills such as Knowledge of operating office machines including computers.

9. Laboratory Assistant

a) Essential:

- i) Intermediate / Sr. Cambridge / Higher Secondary Certificate with Science subjects or equivalent qualifications.
- ii) Knowledge of Konkani

b) Desirable:

- i) Experience of handling tools and stores.
- ii) Knowledge of Marathi.

The interested eligible candidates may walk-in for the interview on the indicated dates at Administrative Block, Goa University, along with an application addressed to the Registrar, Goa University giving details in the prescribed format alongwith bio-data, self-certified documents of educational qualifications, experience, 15 years residence certificate and valid Employment Registration Card. The age should not exceed **45** years. (Relaxable to SC/ST/OBC/PWD candidates as per State Government norms).

Date: 18/09/2019

Sd/-
Prof. Y. V. Reddy
REGISTRAR

Prescribed Application Proforma

From:

Name/Address :

To

The Registrar

Goa University

Taleigao Plateau

Goa 403 206

Date: / /2019

Sub: Application for the post of _____
(category:_____)

1. Full Name of the applicant (in capital letters):
2. Address with pin code No.:
3. Telephone/Mobile No.:
4. Email ID:
5. Nationality:
6. Date of Birth:
7. Category: (UR/OBC/SC/ST/Ex-Servicemen):
8. Educational qualifications/Additional qualification, if any:

Qualification (SSC onwards)	Name of Board/ University	Month and year of passing	Total marks obtained	Percentage of marks obtained

9. Experience, if any;

Sr. No.	Name of Organization & Designation	Period of service		Scale of pay/ emoluments	Number of years	Nature of Duties
		From	To			

Note: Experience without certificates shall not be considered.

10. Additional information (if any):

11. Details of certificates enclosed:

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.

Signature of the candidate:
Name: