



गोंय विद्यापीठ

ताळगांव पठार

गोंय - ४०३२०६

फोन: +९१-८६६९६०९०४८



(Accredited by NAAC)

Goa University

Taleigao Plateau, Goa - 403 206

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Email : registrar@unigoa.ac.in

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GU/Admn.(NT)/RSNT/50/2023/1217

Date: 16 / 02/2024

NOTIFICATION

Goa University invites applications **online** for the following posts.

Sr. No.	Name of the Post	No. of Posts & Category	Pay Matrix
1	Junior Library Assistant	<u>Total – 03</u> UR - 02 OBC - 01	Level- 5

Detailed information can be downloaded from University website www.unigoa.ac.in

Last date for submission of **online** application form is 11/03/2024.

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** for the following post:-

Click here to apply online: <http://gums.unigoa.ac.in/gums/#/rec> **OnlineRegistrationForm**

Sr. No	Name of the Post	No. of Posts & Category	Educational Qualification	Pay Matrix
1.	Junior Library Assistant	Total – 03 UR – 02 OBC - 01	a) Essential: i) Bachelors degree in Library and information Science of a recognized University ii) 3 years practical experience in Library. iii) Knowledge of Konkani. iv) 15 years Residence Certificate in Goa issued by the competent authority. b) Desirable: i) Knowledge of Marathi	Level -5

UR- Unreserved, OBC – Other Backward Classes

Application Fee: ₹ 500/-

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 along with the prescribed application fee and relevant enclosures may be submitted online on or before 11/03/2024.

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/PwD 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. Candidates have to first register themselves 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**).
3. 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 part 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 before final submission.
4. Candidates should also upload clear scanned images of certificate, wherever applicable.
5. The Declaration form (in PDF format) may be downloaded and required to sign the self Declaration part only and upload the same. Incase of candidates who are employed shall submit their signed Declaration form after necessary endorsement by Head of Department/institution.
6. Candidates should also upload the following documents:
 - a. Valid 15 years Residence/Domicile Certificate in Goa issued by the competent authority.
 - b. Valid caste/category 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) and EWS.
 - c. Valid certificate for Person with Disabilities issued by the competent authority, if applicable.
 - d. 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.

Note : All the certificates should be valid at the time of uploading. Request to accept valid certificate after the last date of submission of online application shall be not be entertained and such applications shall be summarily rejected.

7. Once uploaded, the candidate will not be permitted to edit anything in the application form.
8. Payment should be made by Credit Card/Debit Card/Online Internet 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.**
9. If money is deducted from Bank Account during payment and the candidate has not received payment success message, then candidates are instructed to inform immediately through email to recruit.nt@unigoa.ac.in . Do not retry to pay again in such cases.
10. The fee, once paid, shall not be refunded under any circumstances.
11. Any change of address, as given in Personal Information part of the application form, should be communicated immediately by email **recruit.nt@unigoa.ac.in** .
12. Incomplete application form and application without the requisite fee will not be considered.
13. There will be no oral interviews. The selection of the candidates will be based on the written test and such other tests in terms of the Office Memorandum issued by the Personnel Department, Government of Goa.
14. Candidates called for 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.

15. The Candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination.
16. If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
17. The University reserves the right not to fill up the posts advertised.
18. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
19. **Documents required to be Uploaded wherever applicable:-**

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
	Personal Information		
1.	Candidate latest Photograph	3.5 x 3.5 cm	.JPEG
2.	Birth Certificate	A4	.JPEG
3.	Valid 15 years Residence / Domicile Certificate in Goa issued by competent authority	A4	.JPEG
4.	Valid Caste/Category Certificate (SC/ST/OBC/EWS) (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.	Bachelors Degree Certificate and Marksheet	A4	.JPEG
9.	Master's Degree Certificate and Marksheet	A4	.JPEG
10.	Other Certificates if any	A4	.JPEG
	Employment Details		
11.	Experience Certificate (if applicable)	A4	.JPEG
12.	Salary Certificate (if applicable)	A4	.JPEG
	References and Testimonials		
13.	Testimonials (if applicable)	A4	.JPEG
	Declaration		
14.	Declaration Form	A4	.JPEG

Date:16/02/2024

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