



गोंय विद्यापीठ

ताळगांव पठार

गोंय - ४०३२०६

फोन: +९१-८६६९६०९०४८



Goa University

Taleigao Plateau, Goa - 403 206

Tel : +91-8669609048

Email : registrar@unigoa.ac.in

Website: www.unigoa.ac.in

(Accredited by NAAC)

GU/Admn.(NT)/RSNT/50/2023/1221

Date: 16/02/2024

NOTIFICATION

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

Sr. No	Name of the post	No. of Post & Category	Pay Matrix
1.	Controller of Examination	01 (UR)	Level-14

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** <http://gums.unigoa.ac.in/gums/#/rec> **OnlineRegistrationForm** for the following post:-

Sr. No	Post	No. of Post & Category	Educational Qualification required	Pay Matrix
1.	Controller of Examination	1 (UR)	<u>Essential:</u> 1) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration OR comparable experience in research establishment and / or other institutions of higher education 3) Minimum of 15 years of residence in Goa 4) Knowledge of Konkani <u>Desirable:</u> 1. Knowledge of Marathi	Level-14

The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of superannuation, whichever is earlier.

LAST DATE : 11/03/2024

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 11/03/2024.

General Information

1. Candidates are advised to read the Information Brochure carefully to check and satisfy themselves before applying that they possess the prescribed qualification. No queries 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 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 before final submission.
 4. Candidates should 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, Experience certificates.
 5. Candidates who are employed shall submit their application after necessary endorsement by the Head of concerned Institution/ Department. In respect of the such applicant, the pdf form of declaration may be downloaded and after duly filled and signed by the competent authority, a scanned copy of the same should be uploaded. Those applicants who are not employed are required to sign the self declaration part only and upload the same.
 6. Candidates should also upload while submitting their applications 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/EWS /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.
- 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.
7. Once uploaded, the candidate will not be permitted to edit anything in the application form.
 8. Payment should be made online through Credit Card/Debit Card/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 at recruit.nt@unigoa.ac.in .
12. Incomplete application form and application without the requisite fee will not be considered.
13. The applications received from the candidates will be screened and eligible candidates in all respects will be called for the interview. Intimation of the interview will be sent by the email id provided by the candidate.
14. Candidates called for interview will have to present themselves at their own expenses. No TA/DA will be paid to the candidates for this purpose.
15. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
16. The University reserves the right not to fill up any or all the posts that are being advertised
17. Documents required to be Uploaded wherever applicable:-

Sr. No.	Particulars of the Documents	Maximum Page Size	Format
1.	Candidate 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 Certificate (SC/ST/OBC) (if applicable)	A4	.JPEG
5.	Valid income certificate for EWS category	A4	.JPEG
6.	Person with Disabilities Certificate (If applicable)	A4	.JPEG
7.	SSC or equivalent	A4	.JPEG
8.	HSSC or equivalent	A4	.JPEG
9.	Under Graduate Marksheet (BA/B.Sc./B.Com, etc)	A4	.JPEG
10.	Post Graduate Marksheet	A4	.JPEG
11.	Other Certificates	A4	.JPEG
12.	Salary Certificate (if applicable)	A4	.JPEG
13.	Testimonials (if applicable)	A4	.JPEG
14.	Declaration Form	A4	.JPEG

Date:16.02.2024

Sd/-
Prof. V. S. Nadkarni
REGISTRAR