



GOA UNIVERSITY

Taleigao Plateau, Goa - 403 206 INDIA

Established by State Legislature by Notification No.LD/10/7/84(D) of year 1984

Tel .Phone: (0832) 6519013, 6519022, 6519222 E-mail: registrar @ unigoa.ac.in

Fax +091-832-2451184/2452889 Web site: www.unigoa.ac.in

GU/IV/Advt.4/29/2012/

Date: /04/2012.

NOTIFICATION

Goa University invites applications for the following posts. Application forms can be downloaded from University website www.unigoa.ac.in

The prescribed fees for the application is:

₹ 300/-

US \$ 25 for candidates abroad

₹ 125/- for SC/ST candidates

The fees to be paid by crossed Demand Draft drawn in favour of The Registrar, Goa University payable at Panaji Goa. Application fees once paid shall not be refunded. Details of pay, qualifications/experience etc. are given in the Brochure accompanying the application form. Applications duly completed in all respects along with the prescribed application fee should be submitted to the Registrar, Goa University on or before **20/05/2012**. **The University reserves the right to accept applications received after the last date.**

Sr. No.	Name of the Post	Nature of Appointment
1	Finance Officer	Tenure
2	Director of Students Welfare & Cultural Affairs	Regular

Place: Taleigao Plateau.

(Prof. V. P. Kamat)
REGISTRAR



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Information Brochure for applicants to the post of Finance Officer & Director of Students Welfare & Cultural Affairs.

Applications are invited in the prescribed form for the post of Finance Officer & Director of Students Welfare & Cultural Affairs together with copies of certificates. Application forms can be downloaded from University website www.unigoa.ac.in

The prescribed fee for the application is:

₹ 300/-

US \$ 25 for candidates abroad

₹ 125/- for SC/ST candidates

The fees to be paid by crossed Demand Draft drawn in favour of The Registrar, Goa University payable at Panaji Goa. Details of qualifications/ experience etc. are given in the Brochure accompanying the application form. Applications duly completed in all respects along with the prescribed application fee should be submitted to the Registrar, Goa University on or before **20/05/2012**.

The University reserves the right to accept or reject applications received after the last date specified above.

The minimum qualifications and the scale of pay for this post is as prescribed in the Goa University Statute/Ordinance/ Recruitment Rules and UGC/MHRD/State Government from time to time. The essential and desirable qualifications prescribed for the post is given below. A higher starting pay may be allowed to exceptionally qualified candidates.

I) THE MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE POST OF FINANCE OFFICER

The minimum qualifications required for appointment to the post of Finance Officer in Pay Band Rs. 15600-39100 + G.P. Rs. 7600/- shall be:

1. A Post-graduate degree in Commerce with at least 55% marks or equivalent grade or membership of the Institute of Chartered Accountants, or the Institute of Cost and Works Accountant.
2. 8 years experience of works, relating to budgeting, accounting or other financial matters in a responsible position in a Government Department, or educational institute in a post carrying a Pay Band of Rs. 15600-39100 + G.P. Rs. 5400/-.

3. Finance Officer may also be appointed on deputation. Officers from Department of Audit and Accounts Department are eligible for the post. Minimum educational qualifications for the candidate on deputation shall be graduation in Commerce. The Officer should have worked at least for eight years in the Grade Pay with Rs.5400 or three years in the Grade Pay with Rs. 6600/- **OR** the Officer should be holding the post of Deputy Director (or above) in the Directorate of Accounts **OR** the Officer should be holding the post of Senior Audit Officer in the Audit Department.

The Finance Officer shall be appointed for tenure of two years in the first instance extendable to five years or till the age of superannuation, whichever is earlier.

II) THE MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE POST OF DIRECTOR OF STUDENTS WELFARE & CULTURAL AFFAIRS.

The minimum qualifications required for appointment to the post of Director of Students Welfare & Cultural Affairs in the scale of pay PB-3 Rs. 15600-39100 + G.P. Rs. 5400/- shall be:

Essential

- a) A post graduate degree with 55 % marks or an equivalent grade at the Master's degree level from an Indian University or an equivalent degree from a foreign University.
- b) Five years experience of working in a University or a degree college.
- c) Evidence of interest/known contribution on the field of Art, Culture or Literature.
- d) Knowledge of Computers
- e) Knowledge of Konkani.

Desirable:

- i) Three years experience of dealing with matters connected with Student's Welfare
- ii) Knowledge of Marathi.

Age Limit: Not exceeding 45 years

(Note: Age and other qualifications relaxable for person in regular service of the University or colleges affiliated thereto at the discretion of the Vice-Chancellor who is also the Chairman of the Selection Committee).

General

1. Each applicant must send 7 copies of the application, one of which must be hand-written or typed and the other could be photocopies.
2. **All annexures should be countersigned by the applicant/ candidate.**
3. **Applications should be accompanied with certified true copies of all certificates including caste certificate.**

4. The applications will be screened by a Committee to short list them on the basis of qualifications and experience and recommend candidates for being called for interview.
5. The candidates who are already employed shall send their applications through proper channel.
6. Incomplete applications will not be considered.
7. Canvassing in any form by or on behalf of the candidate will disqualify him/her
8. The University reserves the right not to fill up the post advertised, **or fill up the post on short term basis.**
9. Application fees once paid shall not be refunded

April, 2012

Prof. V. P. Kamat
REGISTRAR

Application Fees Rs. 300/-

Date of advertisement _____

Serial Number of post _____



GOA UNIVERSITY

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH

To

The Registrar,
Goa University
Taleigao Plateau, Goa 403 206
Telephone No. 6519005/6519006
E-Mail : registrar.unigoa.ac.in

Application for the post of _____ in the Goa University

Name _____ Surname _____ First name _____ Middle _____
1. **(a) Name in Full:** Shri/ Smt/ Kum
(Beginning with surname
and in block letters)

Father's/Husbands Name _____

2. Postal address in full:
(in block letters)

Pin code: _____

Phone (STD Code): _____

E-mail: _____

3. Date and place of birth: _____

4) Age: _____

5) Nationality : _____

6) Whether belonging to reserve category: SC/ST/OBC
(Attach attested copy of the certificate)

7) Educational Qualification:

Examination	University/ Board	Year of passing	Main Subject	Percentage of marks or grade in the UG 7 point scale	Class/Division/ Achievements if any
1. SSC/SSLC					
2. Higher Secondary					
3. Bachelor's Degree					
4. Master's Degree					
5. Ph.D.					
6. Additional Qualifications if any					
a)					
b)					
c)					

8) Work experience starting with the most recent experience in reverse chronological order:

Sr. No	Institution	Designation	Period of Service		Scale of pay	Nature of work
			(dd/mm/yy)	(dd/mm/yy)		

(Please add an extra sheet if necessary)

9) Do you have any experience in Computer Application and/or Management Information System in educational administration?

Yes/No

If Yes, please give details:

10. Do you have knowledge/experience in handling legal matters related to educational administration?

Yes/No

If Yes, please give details:

11. Significant contributions made to previous institutions/organizations in educational administration.

12. Details about present position:

(a) Present designation and address

(b) Name of the Institution where employed :

(c) Pay scale	
(d) Present pay	Rs.
D. A.	Rs.
H. R. A.	Rs.
C. C. A.	Rs.
Other allowances, if any	Rs.

Total	Rs.

(e) Date of appointment _____

(f) Date of next increment _____

13) Names, designation and address of persons who have given testimonials (attach copies of testimonials):

14) Names, designation and addresses of not more than three persons to whom references may be made.

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.

Place: _____

(Signature of candidate)

Date: _____

Forwarded through the Registrar / Principal / Director of the University / College / Institution where employed.

Place:

Signature and Seal
(University / College / Institution)

Date:

INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications through proper channel.
2. Candidates should also send their applications attested photocopies of the degree or diploma certificates and statements of marks or other certificates in support of their educational qualifications and experience and of the Matriculation of equivalent certificate in support of their age.
3. Candidates should also send with their applications attested photocopies of the following documents
 - a. Caste certificates from the competent authority if the candidate belongs to Scheduled Caste/ Scheduled Tribe/ Other backward class.
 - b. Certificate from the employer stating the pay and allowances drawn at the present.
 - c. Testimonials.
4. If the space provided is insufficient; information may be given on a separate sheet duly signed by the candidates and the same may be sent with applications.
5. Every application should be sent in seven copies together with enclosures
6. Applications should be sent to the Registrar, Goa University, SPO Goa University, Taleigao Plateau Goa 403 206 as to reach him on or before the last date prescribed. The University reserves the right of accepting / rejecting applications received after the last date specified.
7. Candidates who apply for more than one post should send separate applications along with the requisite fee by means of a crossed Demand Draft.
8. Money orders or cheques or cash will not be accepted by the University.
9. The fee will not be refunded once an application has been accepted by the University.
10. Any change of address given in column 2 of the application form should at once be communicated to the Registrar, at the above address.
11. Incomplete applications and applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses.
14. The university reserves the right not to fill up the post advertised.