GOA UNIVERSITY

<u>ADVERTISEMENT No. GU/Admn.(NT)/WII/496/2017/1386</u>

Goa University invites applications to fill up the following posts purely <u>ON CONTRACT BASIS,</u> without any right/claim for regular appointment. The details of vacancies are indicated below.

Sr. No.	Name of the posts	Consolidated salary (Per month)	Category							Date of interview
			Un-reserved	SC	ST	OBC	CFF	PD	Total	
1.	Office Assistant	₹15,975/-	06	-	-	01	-	-	07	20/11/2017 10.30 a.m.
2.	Office Attendant	₹15,750/-	05	-	-	01	-	-	06	21/11/2017 10.30 a.m.
3.	Technical Assistant	₹20,000/-	01	-	-	-	-	-	01	22/11/2017 10.30 a.m.
4.	Security Supervisor Male-02 Female-01	₹15,975/-	02	-	-	01	-	-	03	22/11/2017 11.00 a.m.

The number of vacancies is indicative in nature and subject to variation depending on the workload.

If, suitable reserved category candidates are not available, General category candidates will be considered against such reserved category.

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

1. Office Assistant
a) <u>Essential</u>:
    i) H.S.S.C. from a recognized Board or equivalent.
    ii) 30 w.p.m. typewriting in English/ 35 w.p.m. Computer Typing in English.
    iii) Knowledge of Computer.
    iv) Knowledge of Konkani.
b) <u>Desirable</u>:
    i) Knowledge of Devanagri Typing
    ii) Knowledge of Marathi.

2. Office Attendant
   a) <u>Essential</u>:
      i)   S.S.C.E. or equivalent qualifications.
      ii) Knowledge of Konkani.
   b) <u>Desirable</u>:
   Knowledge of Marathi.

3. Technical Assistant

a)   <u>Essential</u>:
   i) H.S.S.C. Pass or equivalent from recognized institution.
   ii) Typing & Computer skills
b) <u>Desirable</u>:
   i) Knowledge of English, Hindi, Konkani & Marathi
   ii) 01 year work experience

4. Security Supervisor
a)   <u>Essential</u>:
   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) <u>Desirable:</u>
   i)   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).

Sd/-

Prof. Y. V. Reddy
REGISTRAR

Date: 31/10/2017