



Ref: GU/VCS/AAR/492-Vol.VI/2026/88

Date: 10/04/2026

NOTIFICATION

Ref: GU/Admn.(NT)/AAR/492/2026/1237 Date: 27/02/2026

With reference to clause No.17 of the notification referred to above, it is hereby informed that a written test shall be conducted for the purpose of shortlisting of candidates for interview.

The syllabus for the written test to shortlist candidates for interview for the post of Assistant Registrar is annexed herewith as **Annexure I**. The written test shall be conducted in **offline mode only** on **Sunday, 10th May 2026**, at **Goa University, Taleigao Plateau, Goa**. The detailed schedule and admit cards for the said test shall be made available for download by logging into the Samarth Portal on **30th April 2026** (**Link: <https://unigoant.samarth.edu.in/index.php/site/login>**).

Guidelines for the Written Test:

A. Scheme of Examination

- The Written Examination shall be of 100 marks and consist of 100 Multiple Choice Questions (MCQ) type, each carrying 1 (One) mark.
- 0.25 marks shall be deducted for each wrong answer (Negative Mark).
- No marks shall be deducted for unanswered questions.
- The duration of the examination shall be two hours.
- Candidate will have to mark the correct answer on the OMR sheet that will be provided.
- For PwD candidates, 30 minutes extra time will be given in the Written Test for short-listing purposes. Further, if they require a scribe, they need to communicate the requirement by sending an email to recruit.nt@unigoa.ac.in by 30th April 2026, along with an appropriate medical proof. Requests made beyond 30th April 2026 may not be considered.

B. Passing Criteria

Minimum qualifying marks at the written test- category-wise as under:

- UR and EWS Category - 50%
- OBC (NCL) Category - 45%

C. Tie-Breaker

In the event of two or more candidates scoring the same marks (tie), such cases shall be resolved by applying the following criteria:

- Higher Score in Section A, followed by
- Higher Score in Section B, followed by
- Higher Score in Section C, followed by
- Date of Birth, with older candidates given higher preference

D. Other :

- i. The selection of the shortlisted candidates shall be subject to the condition that they fulfil all the eligibility criteria as per the above-referred Notification.
- ii. The score/merit in the written test shall be considered only for shortlisting candidates for the interview and shall not have any weightage in the interview.
- iii. The number of candidates to be called for interview for each category shall be 1: 10.(i.e. for every 1 post under a specific category,10 shortlisted candidates under that category shall be called for an interview).
- iv. The essential documents submitted by the shortlisted candidates shall be verified before the conduct of the interview.
- v. The candidature of the shortlisted candidate shall not be considered if s/he is found ineligible at the time of verification of essential documents, even though s/he has passed the examination or been shortlisted for the interview.
- vi. The final selection of the candidates for the posts shall be based only on the interview performance. The candidates are required to obtain a minimum 50% marks at the interview to be eligible for selection.
- vii. The date, venue and time of the interview shall be separately notified to the shortlisted candidates.
- viii. No TA/DA shall be paid to the candidates for answering the written test/interview.

For assistance and clarifications candidates may send their queries through email (Email address: [recruit.nt@unigoa.ac.in.](mailto:recruit.nt@unigoa.ac.in))

Date: 10/04/2026

Sd/-
(Prof. S.N. Dhuri)
REGISTRAR

**SYLLABUS FOR SCREENING TEST FOR RECRUITMENT
OF ASSISTANT REGISTRAR**

SECTION A	<p>About Goa University, Goa University Act, Statutes and Ordinances, University Organogram, University Statutory Bodies</p> <ul style="list-style-type: none"> • Candidates should have a general understanding of the functioning of a University system and its academic and administrative processes. • Act, Statutes and Ordinances as of 31/03/2026 available at www.unigoa.ac.in 	30 Marks
SECTION B	<ul style="list-style-type: none"> • Basic knowledge of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 • Basic information regarding the FR and SR • Knowledge of the provisions and implementation of Right to Information (RTI), • Knowledge of the provisions and implementation of the Prevention of Sexual Harassment of Women at Workplace (POSH) Act • Knowledge of the 13 and 200 points roster arrangements 	20 Marks
SECTION C	<p>QUANTITATIVE APTITUDE & LOGICAL REASONING</p> <p>Percentages, Ratio & Proportion, Statistical Analysis, Averages, Probability, Permutation & Combination, Data Interpretation Charts/Tables, Data Sufficiency, Profit & Loss, Simple Interest /Compound Interest, Time & Work, Time-speed-distance, Mixtures, Number System, Algebra, Geometry, Mensuration, Spreadsheet and Formulas.</p> <p>Coding-Decoding, Blood Relations, Direction Sense, Series, Analogy, Syllogism, Statement-Conclusion, Statement-Assumption, Cause-Effect, Assertion-Reason, Ranking, Seating Arrangement, Puzzles, Venn Diagrams, Critical Reasoning.</p>	20 Marks
SECTION D	<p>Current affairs, Business and corporate news, Economy, Politics, International affairs, Sports news, Awards and honours, Science and technology, Government schemes, Important days, History, Geography, Indian Constitution, Organisations, Famous personalities, Budget and Economic Survey.</p>	15 Marks
SECTION E	<p>Reading comprehension, Para jumbles, Sentence correction, Vocabulary, Synonyms, Antonyms, Fill in the blanks, One-word substitution, Idioms and phrases, Grammar, Error detection, Sentence completion, Verbal analogy, Context-based meaning, Parts of speech, Tenses, Subject-verb agreement, Vocabulary-based usage.</p>	15 Marks

गोंय विद्यापीठ

ताळगांव पठार,

गोंय - ४०३ २०६

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 with Grade A+)

GU/Admn.(NT)/AAR/492/2026/1237

Date: 27/02/2026

NOTIFICATION

Goa University invites applications **online** for the following regular posts:-

Sr. No	Name of the post	No. of Post & Category	Pay Matrix
1.	Assistant Registrar	05 UR-3, OBC(NCL)-1, EWS-1	Level -10

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

Last date for submission of **online** application form is **23/03/2026**.

Sd/-
(Prof. S.N. Dhuri)
REGISTRAR



GOA UNIVERSITY

Sub Post Office Goa University
Taleigao Plateau, Goa – 403 206 INDIA

Information Brochure

Goa University invites applications to fill up the following non-teaching post on Regular basis. The details of vacancies are indicated below:

Sr. No.	Name of the post	No. of Post & Category	Educational Qualification	Pay Matrix
1.	Assistant Registrar	05 UR-3 OBC(NCL)-1 EWS-1	a) Essential (i) Master's degree with at least 55% of the marks. (50% for candidates belonging to SC/ST) or its equivalent grade of B in the UGC seven point scale along with good academic record. (ii) Knowledge of Konkani. (iii) 15 years Residence/Domicile Certificate in Goa issued by the competent authority (Office of Mamlatdar) b) Desirable i) Knowledge of Marathi.	Level-10

UR-Unreserved
OBC(NCL)-Other Backward Class(Non Creamy Layer)
EWS-Economically Weaker Section

Click here to apply Online:
<https://unigoant.samarth.edu.in/>

Application Fee: **₹1000/-**

- Unreserved, Other Backward Classes (OBC) & Economically Weaker Section (EWS) Candidates shall have to pay ₹1000/- per application.
- Scheduled Caste/ Scheduled Tribe category candidates have to pay 50% (Fifty percent) of the application fee.
- Persons with Disability (PwD) candidates are exempted from payment of application fee.

Applications duly filled online in all respects alongwith the prescribed application fee and relevant enclosures may be submitted online on or before **23/03/2026.**

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/PwDs as per Goa State Government rules.

General Information:

1. Candidates are advised to carefully read the Information Brochure and ensure that they meet the prescribed eligibility criteria before submitting their application. The instructions contained therein must also be read thoroughly and followed for all other purposes. Queries regarding eligibility related matters will not be entertained.
2. Candidates have to first register themselves on the online portal. The candidate will receive a mail to his/her registered email ID to verify their email ID. Once registered, the candidate has to use Login details as per the below given format:-
 - i) Login: (candidates registered email ID)
 - ii) Password: (Password entered while registering).
3. After successful login, the system will redirect you to a new webpage containing the "Post Department Selection" section. To proceed, you are required to complete all mandatory fields (indicated with a red asterisk *).
4. There are **8 (Eight)** parts (Personal Details, Educational Qualification, Experience, Miscellaneous, NOC & Declaration, Uploads, Preview, Submission) which are required to be filled, **Research tab is not applicable for non-teaching posts**. 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 submitted. If necessary, the candidate may log out and login later to edit or complete the remaining parts of the application form.
5. All the documents required to be uploaded under upload tab, clear scanned image of birth certificate, degree certificates, statement of marks or other certificates in support of their educational qualifications. If birth certificate is not available then the Matriculation or equivalent certificate in support of their age. While uploading the experience certificate there is an option to upload Last pay certificate/Gross salary certificate, if the certificate is not available Offer letter wherein the salary is mentioned.
- 6. Candidates who are employed shall submit their application after necessary endorsement by the Head of concerned Institution/Department. In respect of such applicant, the [pdf](#) form of declaration (attached below) 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.**
7. Candidature of candidates who have not submitted valid documents/certificates at the time of uploading the application shall stand cancelled.
8. Candidates shall also upload while submitting their applications the following valid documents:
 - a. Valid 15 years Residence Certificate in Goa issued by the competent authority.
 - b. Valid reservation certificate issued by the competent authority of the State of Goa shall be submitted if the candidate belongs to Scheduled

Caste/ Scheduled Tribe/EWS/Other Backward Class (Non creamy layer).

- c. Valid certificate for Person with Disabilities (PwD) issued by the competent authority, if applicable.
 - d. Passport size Colour photograph (avoid white/ light background) with file size between 20-100 kb in JPG/JPEG format having 80% coverage of face.
 - e. Once the file is selected for upload, candidate has to click on **Start Upload** button to upload the file. If the Start Upload button is not clicked then the selected file will not be uploaded on the portal.
9. All the certificates should be valid at the time of uploading. The request from the applicant to accept valid certificate after the last date of submission of online application shall not be entertained.
 10. Once the application is submitted, the candidate will not be permitted to edit the application form.
 11. Payment should be made online through Credit Card/Debit Card/Internet Banking/UPI. Ensure that success message is received for the transaction. It may be noted that additional fees towards online banking services if any, may charged by the Bank.
 12. In cases, where, if it is reported that the amount has been debited but the payment is un-successful or application is not submitted, the candidate must report the same latest by **25.03.2026** through email at recruit.nt@unigoa.ac.in
 13. No queries or representations regarding payment issues and submission of application forms will be entertained after 25.03.2026.
 14. The fee, once paid, shall not be refunded under any circumstances.
 15. Any change of address, as given in Personal Information part of the application form, should be communicated immediately through email at recruit.nt@unigoa.ac.in
 16. Incomplete application form and application without the requisite fee will not be considered.
 17. University reserves the right to conduct written test to shortlist the candidates in case of number of applicants are more than 100.
 18. Only the eligible candidates fulfilling the criteria as per recruitment rules/ advertisement shall apply by submitting copies of all valid documents as on the date of application. However, the candidature of shortlisted candidate shall not be considered, if s/he is found ineligible at the time of verification of essential documents, even though one has passed the examination or been shortlisted for the interview.

19. For PwD candidates 30 minutes extra time will be given in the Written Test for short-listing purpose. Further, if they require a scribe, they need to communicate the requirement at the time of submission of application. Reservation to PwD will be as per GoI norms.
20. No TA/DA will be paid to the candidates for answering the written test/interview.
21. **Action against applicants found guilty of misconduct:** Applicants are warned to not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action/debarment from Goa University examination whenever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of applicant found to have indulge in any of the following:
- a. Making wrong declarations and giving misinterpretation of the facts in the application.
 - b. In possession of mobile phone & accessories and other electronic gadgets at the examination centres, whether in use or in switched off mode and on person or otherwise.
 - c. Involved in malpractices.
 - d. Using unfair means in examination hall.
 - e. Obtaining support for his/her candidature by any means.
 - f. Impersonate/Procuring impersonation by any person.
 - g. Submitting fabricated documents or documents which have been tampered with.
 - h. Making statements which are incorrect or false or suppressing material information.
 - i. Restoring to any other irregular or improper means in connection with his/her candidature for the examination.
 - j. Misbehaving in any manner in examination hall with the Supervisor, Invigilator or Goa University representatives.
 - k. Taking away the OMR/answer sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of examination.
 - l. Intimidating or causing bodily harm to the staff deployed for duty at any stage of recruitment process.
 - m. Candidature can also be cancelled at any stage of the recruitment for any other ground which the Goa University considers to be sufficient cause for cancellation of candidature.
22. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidate.
23. The University reserves the right not to fill up any or all the posts that are being advertised.

24. Documents required to be Uploaded wherever applicable:-

Sr. No.	Particulars of the Documents	File Size	Format
1.	Candidate Photograph	(20 to 100KB)	.JPG/ .JPEG
2.	Signature	(20 to 100KB)	.JPG/ .JPEG
3.	Birth Certificate	(100 to 500KB)	.JPG/ .JPEG
4.	Valid 15 years Residence Certificate in Goa issued by competent authority	(100 to 500KB)	.JPG/ .JPEG
5.	Valid Caste Certificate (SC/ST/OBC) (if applicable)	(100 to 500KB)	.JPG/ .JPEG
6.	Valid income certificate for EWS category	(100 to 500KB)	.JPG/ .JPEG
7.	Person with Disabilities Certificate (If applicable)	(100 to 500KB)	.JPG/ .JPEG
8.	SSC or equivalent	(100 to 500KB)	.JPG/ .JPEG
9.	HSSC or equivalent	(100 to 500KB)	.JPG/ .JPEG
10.	Under Graduate Marksheet (BA/ B.Sc./B.Com. etc.)	(100 to 500KB)	.JPG/ .JPEG
11.	Post Graduate Marksheet	(100 to 500KB)	.JPG/ .JPEG
12.	Other Certificates	(100 to 500KB)	.JPG/ .JPEG
13.	Salary Certificate (if applicable)	(100 to 500KB)	.JPG/ .JPEG
14.	Testimonials (if applicable)	(100 to 500KB)	.JPG/ .JPEG
15.	Declaration Form	(100 to 500KB)	.JPG/ .JPEG

Sd/-
(Prof. S.N. Dhuri)
REGISTRAR

Date: 27/02/2026



GOA UNIVERSITY
Sub Post Office Goa University
Taleigao Plateau, Goa – 403 206 INDIA

Recruitment Declaration Form

Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board/University? _____.

If yes, please specify the reason: _____

Have you at anytime been convicted by a Court for any criminal offence/Moral turpitude? _____.

If yes, please specify the reason: _____.

I, _____ hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge, belief and I possess the requisite qualification and other mandatory documents for the post. 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)

Place:

Date:

Forwarded through the concerned employer where employed.

(Signature and Seal of Institution)

Place:

Date: