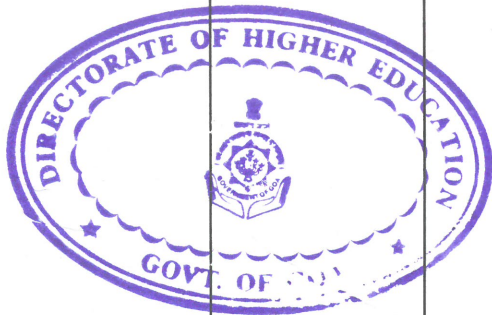


## INSTRUCTION TO THE CANDIDATES

### INSTRUCTIONS FOR FILLING UP THE CONTRACTUAL VACANCY FOR THE POST OF RESEARCH PROJECT ASSISTANT IN THE DIRECTORATE OF HIGHER EDUCATION AS PER ADVERTISEMENT RELEASED VIDE NO. No.: DHE/SDC/DISHTAVO webportal/ 81/2025/4471 DATED: 11/08/2025

Sr. No.	Name of the Post	Number of Post	Eligibility	Consolidated Salary
1.	Research Project Assistant	01 nos	<p><b>1. Education Qualification:</b> Post-Graduation from any discipline.</p> <p><b>2. Other Requirements:</b></p> <ul style="list-style-type: none"><li>a. Certificate of 15 years Residence in Goa.</li><li>b. Knowledge of Konkani. Desirable: Knowledge of Marathi.</li><li>c. Candidates should be computer-literate.</li></ul> <p><b>3. Work Experience:</b> Minimum 2-3 years of relevant experience in the field of Documentation/Drafting, managing file work and other office tasks, managing projects and various related tasks as given in work profile at the state level and in higher education domain.</p> <p><b>4. Work Profile:</b></p> <ul style="list-style-type: none"><li>a. Preparation of key parameters for assessment of performance of the web portal</li><li>b. Managing the project right from inception, during the pilot testing and till the implementation in each of the colleges.</li><li>c. Coordinating with colleges across the state during and after the implementation of the portal.</li><li>d. Scheduling and handling logistics of training workshops for faculty.</li><li>e. Providing support to the faculty during the project implementation.</li><li>f. Generating monthly reports on assessment/monitoring</li><li>g. Information/Data Collection pertaining to the requirements of web portal,</li><li>h. Testing of the software (as a dummy user) during developmental phases,</li><li>i. Preparation of Documentation, progress reports, user manuals, and training materials alongside development work towards the web portal.</li><li>j. Coordinating with various users/organizations for demonstration of the portal or Dissemination of information with regards to the project.</li><li>k. Provide analytical support in matters having financial implications and helping in the procurement or any activity requiring expenditure in the relation to the project.</li></ul>	Rs. 40,000 p.m.



## **Terms and Conditions:**

1. The contractual appointment shall be strictly as per the posting place mentioned in the advertisement.
2. The appointment is purely on a contractual basis and will not confer any right to permanent employment. Selected candidates shall have no claim on the post as and when the same posts are filled on a full-time, regular basis by the government.
3. The crucial date for determining eligibility as to the educational qualification, age, valid residence certificate, valid employment card, etc. shall be the date of the interview conducted for the posts which were applied for.
4. The interested and eligible candidates may appear before the Selection Committee with all their original certificates, such as a birth certificate, a 15-year valid residential certificate, a valid employment registration card, educational qualification certificates along with a mark sheet, and an experience certificate, with the self-attested photocopies of the said documents in the office of DHE on the scheduled date and time.
5. The candidate will have to compulsorily produce proof of identity in original, such as a PAN card/Aadhaar card/election identity card/driving licence.
6. The walk-in interview will be held on 25.08.2025 from 10.00 a.m. to 12 noon in the office of DHE, Goa Education Complex, Alto Porvorim.
7. Candidates will have to report for a walk-in interview at 9.45 a.m. Candidates reporting late will not be considered for interview.
8. No TA/DA would be provided for attending the interview. The candidates not fulfilling eligibility criteria and not reporting in time will not be considered for interview.
9. The list of selected candidates will be uploaded on the website <https://www.dhe.goa.gov.in> and also displayed on the notice board of this Department.
10. No separate correspondence will be made to unsuccessful candidate.
11. The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
12. The age should not exceed 45 years (relaxable to SC/ST/OBC/PWD candidates as per state government norms).
13. In case of any dispute arising out of the contract with regard to interpretation, expression, meaning, or the terms and conditions, the decision of the Director (Higher Education) shall be final.
14. Any dispute in the matter shall be subject to the jurisdiction of the Court in the State of Goa only.
15. For any queries, contact the help line No. 0832-2410824 from 10:00 am to 5:00 p.m.

