

Checklist for Approval of Appointment of Teaching post on Regular/Contract/Lecture Basis

(Proposals for Contract/Lecture Basis approvals are to be submitted separately subject-wise.)

1. NOC granted by DHE for the Teaching post
2. Copies of the advertisement for the said Teaching post
 - Advertisements in at least two languages or as per the notified circular
 - Particulars of Minimum qualifications, Additional qualifications, Unreserved/Reserved Posts, and Scale of Pay shall be included in the advertisement
3. Synopsis prepared for the purpose of the Selection Procedure for the said Teaching post
4. Attendance Sheet of Candidates who appeared for the Selection Process for the said Teaching post
5. Minutes/Report of the Selection Committee
6. Scoresheet of the Candidates who appeared for the Interview before the Selection Committee (100 Marks)
7. Academic Eligibility Certificate/Letter from the Goa University **(Only in cases of Regular post)**
8. Copies of the Educational Qualifications of the candidate **(Masters and above)**
9. Copy of the NET/SET Certificate or Ph.D. Degree of the candidate
10. Copies of the candidate's experience letters (Experience certificates only after clearing NET/SET or acquiring a PhD) **(Only in cases of Contract post)**.
11. Copy of the Valid 15 years Residence Certificate of the candidate.
12. Copy of the Valid Certificate supporting Reservation claimed by the candidate (for Reserved posts only).
13. Copy of the Medical Fitness Certificate of the candidate **(Only in cases of Regular post)**
14. Joining Report/Letter of the candidate.
15. Decline/Rejection letter of the candidate in case the next candidate on the merit list or waiting list is considered.
16. Marriage Certificate **(Only in case of change in name after marriage)**.
17. Divergence Certificate (Only in case of an anomaly in names in different mark sheets).
18. Selected Candidate details to be sent as per the Proforma provided by DHE.

Note: All the documents should be certified by the Principal of the institution