राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
कुनकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703
Cuncolim, South Goa District, Goa, Pin–403703

Advt. No: NITGOA/RECT/CONT/2026/59 **Date: 04-11-2026**

Advertisement for Junior Assistant (Purchase) on Temporary Basis

Period of Contract: The appointment will be on temporary basis, initially for a period of 6 months which may be extended for another 6 months based on satisfactory performance.

Sr. No.	No. of Posts	Discipline	Age Limit	Required Essential Qualifications & Specialization
1	01	Junior Assistant (Purchase) on Temporary Basis	45	• **Essential Qualifications** Senior Secondary (10+2) from a recognized board with minimum typing speed of 35 w.p.m and proficiency in computer word processing and spread sheet. • **Desirable Experience** Work Experience of Minimum 4 Years in any recognized organization preferably in purchase section.

Consolidated Pay: Selected candidate shall be eligible for a consolidated pay of Rs. 29,300/-per month.

How to Apply:

1. Interested candidates need to duly fill the required data in the attached application form format.
2. Duly filled application form along with the scanned copy of original documents and relevant experience (if any), etc have to be compiled into a single ***.pdf** file.
3. **For submission of application**, use the Google form link https://forms.gle/gdR47tjRjKoHm7mx9 and attach the ***.pdf** file in the provided space. **Junior Assistant (Purchase) on Temporary Basis** (Google Form)
4. **Last date for application submission (via Google form): 19- 11 -2026**
5. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.
6. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
7. The number of posts advertised is merely an indication of the existing vacancies. The Institute reserves all rights to fill/not fill or increase/decrease any number of post(s).
8. The interview shall be conducted in **offline mode**. Timings shall be shared after the scrutiny of applications by email only.
9. The decision of the Institute related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
10. Selected candidate must be ready to join immediately.
11. Any other rule, as applicable will be followed, although not mentioned above.

For any information, email to:
recruitment@nitgoa.ac.in
Recruitment Cell,
NIT Goa, Cuncolim
South Goa District
Goa- 403703

NOTE: Intimation about the Shortlisted Candidates for Interview and the selected candidates will be informed via email only and they are expected to join immediately. Applicants are advised to mention their **correct and active email ID** in the application, as all correspondences will be **through email only.** Hence, regular checking of the email by the applicant is expected.

-sd-
Registrar

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Cuncolim, South Goa District, Goa, Pin–403703

APPLICATION FORM FOR JUNIOR ASSISTANT (PURCHASE) ON (TEMPORARY BASIS)

Affix a passport size color photograph

Discipline: **JUNIOR ASSISTANT (PURCHASE)**

1. Name: _____
   (IN BLOCK LETTERS)

2. Personal Details:
   a) Date of Birth: _____ *(dd/mm/yyyy)*
   b) Age: _____
   c) Gender: _____
   d) Marital Status: _____
   e) Nationality: _____
   f) Category: _____

3. (a) Contact Address:
   _____
   _____
   _____

   (b) Permanent Address:
   _____
   _____
   _____

4. Contact Details *(with STD/ISD code)*:
   a. Phone (Office): _____
   b. Phone (Res): _____
   c. Mobile: _____
   d. Fax: _____
   e. E-mail ID: _____

5. Academic record starting with the school-leaving exam:
   (Please attach photocopies of transcripts/ mark sheets/ grade card and certificates for all your degrees):

Degree	Specialization / Discipline	College/University/Institute	Year of Pass	Percentage/ CGPA	Class

6. Achievements (Please attach documents supporting the achievements)

a. State Level:

Sl. No	Achievements

b. National Level:

Sl. No	Achievements

7. Extracurricular Activities (including NCC)

Sl. No	Description

8. Present employment:

Designation Organization	
Date of joining (dd/mm/yyyy)Scale of Pay in Rs	
Pay in Rs	

9. Experience:

Sl. No.	Name of the Organization Where employed	Designation	Date of Joining	Date of Leaving	Pay	Job Profile (If required attached seprate sheet)

10. Information of three Referees:
(Names and contact details of referees who would be willing to write in support of your application):

	Referee 1	Referee 2	Referee 3
Name			
Designation			
Organization/ Institute			
Address Line1			
Address Line2			
Address Line3			
Telephone			
E-mail ID			

11. Any other information relevant to the post applied for

Sl. No	Description

12. Documents Attached:

Sl. No	Description

13. I hereby declare that I have carefully read and understood the instructions and particulars supplied tome, and that the entries in this form as well as in attached sheets are true to the best of my knowledgeand belief.

Date:

Place:

_____

(Signature of Applicant)

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