



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad-500046, Telangana State
(A Central University established in 1974 by an Act of Parliament)
Employment Notification No. UH/HR/Rectt-2017(2) dated 31.03.2017

About University of Hyderabad

The University of Hyderabad (UoH) has been ranked fourth best in the country by the National Institutional Ranking Framework of MHRD for the year 2016. It was declared the Best Central University for the year 2015 and given the Visitor's Award by the Hon'ble President of India, Shri Pranab Mukherjee. UoH also retains its position as one of the major Universities in India in the area of higher education, achieving honours and attaining standards that set a benchmark. The ranking surveys by – India Today, The Week, Careers360(Outlook group), QS World Rankings, US News and Reports, URAP (University Ranking by Academic Performance)-(Middle East), U-Multirank (Germany), NIRF (National Institutional Ranking Framework) 2016, Nature Index, to name a few have given UoH a high ranking in India with specific references to academics, research, publications, patents, student achievements, placements and outreach.

Applications are invited 'online' from Indian citizens to the following Non-teaching positions. Online portal will be open up to: **15.05.2017.**

S. No	Code	Name of the Post	Method of Recruitment	Pay Band with Grade Pay (as per VI CPC/ UGC norms)	No. of vacancies
(1)	(2)	(3)	(4)	(5)	(6)
1.	CE	Controller of Examinations	Direct/ Deputation	PB-4 Rs.37400-67000 G.P. Rs.10,000	1 – UR
2.	DR	Deputy Registrar	Direct	PB-3 Rs.15600-39100 G.P.-Rs.7,600	1 – UR
3.	DL	Deputy Librarian	Direct	PB-3 Rs.15600-39100 A.G.P.Rs.8,000	1 – UR
4.	AR	Assistant Registrar*	Direct	PB-3 Rs.15600-39100 G.P. Rs.5,400	1- OBC 1-UR
5.	AR	Assistant Registrar	Deputation	PB-3 Rs.15600-39100 G.P. Rs.5,400	02
6.	SO	Section Officer	Deputation	PB-2 Rs.9300-34,800 G.P. Rs.4,600	02
7.	SA	Senior Assistant	Deputation	PB-2 Rs.9300-34,800 G.P. Rs. 4,200	02
8.	PA	Personal Assistant	Deputation	PB-2 Rs.9300-34,800 G.P. Rs. 4,200	05

*lien vacancies

OBC- Other Backward Class; UR = Unreserved

For online application, the link <http://jobs.uohyd.ac.in/online> may be visited.

Name of the Position/ Method of Recruitment	Qualifications and Experience
Controller of Examinations-1 (UR) (Direct/ Deputation)	<p>A Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized university.</p> <p style="text-align: center;">and</p> <p>At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000 and above or with eight years' service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: Adequate experience in conducting university examinations or other examinations and exposure to <i>e</i>-governance.</p> <p>Tenure of appointment: For a period of 5 years or till attaining the age of 62, whichever is earlier.</p> <p>Age: Not exceeding 56 years.</p>
Deputy Registrar – 1 (UR) (Direct)	<p>A Master's Degree from a recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with-</p> <p>Nine Years of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>The candidate must have consistently "Good Academic Record" as defined under the "General conditions"</p> <p>Desirable:</p> <p style="padding-left: 40px;">For the functional area of Finance and Accounts: Persons with excellent track record who have passed SAS(Civil/Commercial) or equivalent examination in Audit and Accounts conducted by other Central Government Organizations; Supervisory experience of at least 5 years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to <i>e</i>-governance etc..</p> <p style="text-align: center;"><i>or</i></p> <p style="padding-left: 40px;">For the functional area of Administration: Excellent</p>

	<p>track record, 5 years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings. Experience in general administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs, Institutes of national importance, and exposure to e-governance etc.</p>
<p>Deputy Librarian - 01 (Direct)</p>	<p>(as per clause 4.5.2 of UGC Regulation – 2010)</p> <p>Essential Qualifications:</p> <p>A Master’s Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.</p> <p>Five years’ experience as an Assistant University Librarian / College Librarian</p> <p>Evidence of innovative library service and organization of published work and professional commitment, computerization of library</p> <p><u>Desirable:</u></p> <p>A M.Phil. / Ph.D. Degree in library science / information science / Documentation/Archives and manuscript-keeping/computerization of library</p> <p>All other terms and conditions of UGC Regulations 2010 and as amended from time to time shall also be applicable.</p> <p>Age: Not exceeding 50 years</p>

Note: The candidates who have applied earlier for Deputy Librarian in response to Employment Notification No. UH/HR/Rectt.-2014(01) dated 16.05.2014 are required to apply afresh online. Those who fail to apply afresh will have no claim whatsoever for consideration for the post(s) applied earlier.

<p>Assistant Registrar – 02 (1 OBC, 1-UR) (Lien vacancies likely to be permanent)</p>	<p>A Master's degree with at least 55% marks or equivalent grade of 'B' in the UGC seven point scale from a recognised University.</p> <p style="text-align: center;">and</p> <p>The candidate must have good academic record.</p> <p>Age: Not exceeding 45 years</p> <p>Desirable: At least 5 years' experience in supervisory or equivalent cadre in a Government department/ University/ Educational or Research Institution/ Establishment/ Finance & Accounts /Housekeeping/HR / Business Incubation.</p>
<p>Assistant Registrar - 02 (on Deputation)</p>	<p>A Master's Degree from a recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with-</p> <ul style="list-style-type: none"> ➤ Officers holding analogous post in regular basis or with Five Years of regular service in the post of Section Officer in PB-2; GP of Rs.4,600/- from the Government Department or Universities/Educational/Research/ Teaching Institutions. <p>Age: Not exceeding 56 years</p> <p>Desirable: Preference will be given to those who are having experience in Establishment/Finance & Accounts /Housekeeping/HR / Business Incubation.</p>
<p>Section Officer - 02 (On Deputation)</p>	<p>A Graduate from recognized University along with-</p> <ul style="list-style-type: none"> ➤ Officers holding analogous post in regular basis or with Six (6) Years of regular service in PB-2; GP of Rs.4,200/- from the Government Department or Universities/ Educational/ Research/Teaching Institutions. <p>Age: Not exceeding 56 years</p> <p>Desirable: For the functional area of Finance and Accounts: Supervisory experience of at least Five (5) years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to e-governance etc.</p>

	<p style="text-align: center;">OR</p> <p>For the functional area of Administration: Excellent track record, knowledge and Five (5) years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings etc.</p> <p>Experience in General administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs and Institutes of national importance.</p>
<p>Senior Assistant - 02 (on Deputation)</p>	<p>A Graduate from recognized University along with-</p> <ul style="list-style-type: none"> ➤ Officers holding analogous post in regular basis or with Five (5) Years of regular service in PB-1; GP of Rs.2,400/- from the Government Department or Universities/Educational/Research/Teaching Institutions. <p>Age: Not exceeding 56 years</p> <p>Desirable:</p> <p>For the functional area of Finance and Accounts:</p> <p>Experience of at least Five (5) years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to e-governance etc.</p> <p style="text-align: center;">OR</p> <p>For the functional area of Administration: Five (5) years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings etc.</p> <p>Experience in General administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs and Institutes of national importance.</p>
<p>Personal Assistant - 05 (on deputation)</p>	<p>A Graduate from recognized University and certificate in shorthand (lower Grade) and certificate in Typewriting (Lower Grade) from a recognised Technical Board along with-</p> <ul style="list-style-type: none"> ➤ Officers holding analogous post in regular basis or with Five (5) Years of regular service in PB-1; GP of Rs.2,400/- from the Government Department or Universities/Educational/Research/Teaching Institutions. ➤ The incumbent should possess an aptitude for drafting/noting in English knowledge of shorthand and typewriting, adequate exposure in handling computer operation such as usage and operations of P.C. word processing, internet and e-mailing.

ONLINE SUBMISSION OF APPLICATION:

The applicant has to submit his/her application online and also send a hard copy of the application with relevant enclosures to the address mentioned below point No.2.7.0. :

1.1.0)	<p>The last date for receipt of filled-in applications is <u>by 5.00 p.m on 19.05.2017</u></p> <p>Hard copies of the filled-in applications <u>will not be accepted in person.</u></p>
1.2.0)	<p>Pay and allowances are admissible to the employees of the University in accordance with the rules of the Government of India/UGC as amended from time to time. Since VII CPC recommendations are yet to be implemented in the University, pay shall be drawn in VI CPC pay bands and grade pay.</p>
2.0.0	<p>PAYMENT OF REGISTRATION FEE AND SUBMISSION OF FILLED-IN APPLICATIONS:</p> <p>The hard copy of filled-in application (for each post with separate Registration Fee) should be submitted so as to reach the University on or before the due date with the following requirements :</p>
2.1.0)	<p><i>Separate application along with a separate Registration fee must be submitted if a candidate wants to apply for more than one post.</i></p> <p><u>Mode of Payment :</u></p> <p><u>Registration fee</u> (Non-refundable):Rs.1,000/- for candidates belonging to 'General, OBC and TG (Third Gender)' categories and Rs.300/- for candidates belonging to 'SC/ST/PwD' categories(even if the post is not reserved for these categories).</p> <p>Applicants may transfer the requisite amount of fee through link provided in the online application.</p> <ul style="list-style-type: none">i) Click on the link given in the application to make Payment Onlineii) Ref. No. should be generated on or before the last date given in the notification/ published on website.iii) Payment initiation should be done on or before last date.iv) Application will become open to fill in further information after 3 (Three) working days.
2.2.0)	<p>Full signature of the applicant has to be appended at the appropriate place in the hard copy of the application, failing which the application shall not be considered.</p>
2.3.0)	<p>Paste (do not staple/pin) a recent passport size colour photograph in the space provided for in the top right hand corner of the first page of the application.</p>
2.4.0)	<p>Enclose legible self-attested copies (not originals) of the certificates to the application in support of category, date of birth, qualifications and experience etc., furnished in the application. Mark 'Enclosure Sl.No. _____' (as mentioned/filled in the application) at the top right hand corner of each copy of the certificate/document enclosed with the application.</p>
2.5.0)	<p>All papers/complete set of the application (including the enclosures) shall be securely fastened with tag at the top left hand corner.</p>

2.6.0)	Applicants employed in Government/Autonomous bodies/Universities/PSUs should ensure that the endorsement of the employer is complete in all respects on the last page of the application. Hard copies of their applications should be forwarded through proper channel along with vigilance clearance and integrity certificates, failing which their applications shall not be considered.		
2.7.0)	<p>Finally, after attending to the requirements mentioned at 2.1.0 to 2.6.0 above, send a hard copy of the application through courier/post <i>[please super scribe the name of the post applied for on the top left corner of the envelope containing the application]</i> so as to reach on or before 19.05.2017 by 5.00 pm to the :</p> <table border="1" data-bbox="391 533 1489 931"> <tr> <td data-bbox="391 533 954 931"> <p><u>For posts mentioned at 1,2,3,4 & 5 to:</u></p> <p>Assistant Registrar (HR Section) Room 225, First Floor, Administration Building University of Hyderabad Prof. C.R. Rao Road, Central University P.O. Gachibowli, Hyderabad-500 046, Telangana, India.</p> </td> <td data-bbox="954 533 1489 931"> <p><u>For posts mentioned at 6,7 & 8 to:</u></p> <p>Assistant Registrar (Personnel Section-II), Room 112, Administration Building University of Hyderabad Prof. C.R. Rao Road, Central University P.O. Gachibowli, Hyderabad-500 046, Telangana, India.</p> </td> </tr> </table> <p>NOTE: <u>In case the applicant is in service</u> and delay is expected in getting the endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, directly to the University.</p> <p>If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' obtained from his/her employer to the University at the time of interview.</p>	<p><u>For posts mentioned at 1,2,3,4 & 5 to:</u></p> <p>Assistant Registrar (HR Section) Room 225, First Floor, Administration Building University of Hyderabad Prof. C.R. Rao Road, Central University P.O. Gachibowli, Hyderabad-500 046, Telangana, India.</p>	<p><u>For posts mentioned at 6,7 & 8 to:</u></p> <p>Assistant Registrar (Personnel Section-II), Room 112, Administration Building University of Hyderabad Prof. C.R. Rao Road, Central University P.O. Gachibowli, Hyderabad-500 046, Telangana, India.</p>
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General Conditions:

1.	Applications should be submitted well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
2.	The prescribed qualifications and experience are minimum required and the mere fact that a candidate possesses the same will not entitle him/her for being called for Test/Interview. The University reserves the right to restrict the no. of candidates admitted for interview/test to a reasonable number, on the basis of qualifications and/or experience <u>higher than the minimum prescribed</u> . Call letters to attend test/interview will be sent only to the short-listed candidates by Email or SMS or Speed Post or Registered Post or Courier. No correspondence will be made with applicants who are not short-listed/not called for test/interview.
3.	The term “Good Academic Record” means as having minimum of 50% of marks in Graduation. A relaxation of 5% of marks at the Graduate and Master’s level shall be provided for candidates belonging to the SC/ST/OBC/PwD categories for the purpose of determining their eligibility as well as for assessing Good Academic Record.
4.	The minimum requirement of 55% marks shall not be insisted upon in the case of the

	candidates, who are already in the university system. The minimum requirement in their case shall be at least 50% of marks at the Master's Degree level.
5.	Those who are joining the University service on or after 1st January 2004 are covered under new pension scheme. However, employees who entered in service before 31.12.2003 and who were governed by the CCS(Pension) Rules, 1972 – shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to fulfillment of the conditions prescribed.
6.	Canvassing in any form on behalf of any candidate shall render such candidate, liable for disqualification.
7.	Selection will be made on the basis of candidates' previous track record and their performance in the interview.
8.	The eligibility of candidates will be determined on the basis of qualifications/experience acquired by them till the last date fixed for receipt of applications.
9.	Applications incomplete in any respect will not receive any consideration at all.
10.	All disputes are subject to Hyderabad jurisdiction.
11.	The University shall verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are fake, then his/her services shall be terminated and disciplinary/criminal proceedings will be initiated.
12.	Amendments, corrigenda if any, shall be placed on the University website only.

Additional information for the candidates applying for deputation posts

1. Deputation is for a period of one year or till the vacancy is filled up on regular basis or till the regular incumbent of the post returns from deputation (for the posts mentioned at Sl. No. 5 to 8).
2. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.06.2010, as amended from time to time.
3. The deputationists are not eligible for permanent absorption or promotion in the University.
4. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:
 - (a) No Objection Certificate on the Application itself.
 - (b) Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2016.
 - (c) Integrity Certificate.
 - (d) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.

- (e) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
- (f) A relieving certificate in the event of selection of the officer.
- (g) Self-attested copies of certificates in support of educational qualifications.

- 5. Applications received directly or without copies of APAR/ACRs will NOT be entertained.
- 6. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.

For any enquiry relating to the posts mentioned at Sl. Nos. 1, 2, 3, 4 and 5 contact Assistant Registrar (HR) on 040-2313 2127 and email hr@uohyd.ac.in.

For posts mentioned at Sl. Nos. 6, 7 and 8, contact Assistant Registrar (P-II) on 040-2313 2114 / 2117 and email ajaiad@uohyd.ernet.in.

Sd/-
REGISTRAR

Place: Hyderabad
Date: 31.03.2017