



हैदराबाद विश्वविद्यालय

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/Rectt./NT/2021-02 dated 22.05.2021

About University of Hyderabad

The University of Hyderabad (UoH) has been ranked fourth best among Universities in the country by the National Institutional Ranking Framework of MHRD for the year 2019. It was declared the Best Central University for the year 2015 and given the Visitor's Award by then Hon'ble President of India, Shri Pranab Mukherjee. UoH is in the top league of institutions with QS Global Rankings 600-650 (2019-20). It is among the top 100 fastest growing Universities under the age of 50. 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), Nature Index, to name a few have helped UoH to maintain a consistently high ranking in India in its research, publications, patents, student achievements, placements and outreach. It is among the two Central Universities to be granted Graded Autonomy in the Country (2018).

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites applications from Indian Nationals in the prescribed format for the following Non-Teaching positions on **Deputation** basis:

Important Dates:

S. No.	Details	Date
01.	Release of Employment Notification No. UH/Rectt./NT/2021-02 dated 22.05.2021	22.05.2021
02.	Last Date for submission of hardcopy of application by post/courier: Note : (Hard copies of filled-in applications <u>will not be</u> accepted in person)	05.07.2021

The details of the positions viz. Qualifications and experience are as follows:

S. No.	Name of the Post	Classification	Pay Matrix (as per VII CPC/ UGC norms)	Age Limit	No. Of vacancies
(1)	(2)	(3)	(4)	(5)	(6)
I. RECRUITMENT BY DEPUTATION BASIS FOR GROUP 'A' AND GROUP 'B' POSITIONS					
1.	University Engineer	Group A	Level-13(Rs. 1,23,100 – 2,15,900)	56	1(UR)
2.	Internal Audit Officer	Group A	Level-12 (Rs. 78,800 – 2,09,200)	56	1(UR)*
3.	Deputy Registrar	Group A	Level-12 (Rs. 78,800 – 2,09,200)	56	1(UR)
4.	Chief Security Officer	Group A	Level-11(Rs. 67,700 – 2,08,700)	56	1(UR)
5.	Assistant Registrar	Group A	Level-10 (Rs. 56,100 – 1,77,500)	56	1(UR)*
6.	Personal Assistant	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	56	5(UR)
II. RECRUITMENT BY DEPUTATION /SHORT-TERM CONTRACT BASIS FOR GROUP 'B' POSITION					
7.	Security Officer	Group B	Level-7 (Rs. 44,900 – 1,42,400)	56	1(UR) #

Security Officer - preferably for female.

Note:

* Candidates who have applied for the positions of **Internal Audit Officer** and **Assistant Registrar** against the Employment Notification Nos. UH/Rectt./NT/2021-01 dated 25.02.2021 and UH/Rectt./2020-01 dated 18.05.2020 respectively need not apply again. They may send their updated Biodata giving reference to the previous application.

Name of the Position	No of Posts	Qualifications and Experience
I. RECRUITMENT BY DEPUTATION FOR GROUP 'A' AND GROUP 'B' POSITIONS		
University Engineer Post Code : UE	1(UR)	<p>The applicant should be either a Superintending Engineer or a Senior Executive Engineer in the relevant pay scale in CPWD /State PWD/Irrigation Department/Electricity Board of Central/ State Government or in any organized Engineering Service/Engineering Department of a Central or State Government or University. The Superintending Engineer with minimum of 3 years' experience in the grade/post and the Senior Executive Engineer with 8 years' experience in the grade/post will only be considered.</p> <p>Desirable: Post-Graduate in Civil / Electrical / Mechanical Engineering.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p>

Name of the Position	No of Posts	Qualifications and Experience
<p>Internal Audit Officer</p> <p>Post Code: IAO</p>	<p>1(UR)</p>	<p>(a) All India Organized Audit and Accounts Service Officers holding analogous posts with 3 years' experience.</p> <p style="text-align: center;">OR</p> <p>(b) Officers qualified in SAS or its equivalent Accounts Service Examination of Central/State Government and holding analogous post and with 8 years of service in the next below cadre.</p> <p style="text-align: center;">OR</p> <p>(c) Officers with 8 years' service in the cadre of Assistant Registrars/Accounts Officers/with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms and subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p>
<p>Deputy Registrar</p> <p>Post Code: DR</p>	<p>1(UR)</p>	<p>A Master's Degree from 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.6000/- 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" (Having 50% in Graduation)</p> <p>Desirable: 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 e-governance.</p> <p style="text-align: center;">Or</p> <p>For the functional area of Administration: Excellent track record, knowledge and 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.</p> <p>Tenure of deputation: Initially for a period of one year, extendable as per rules</p> <p>Age: Not exceeding 56 years.</p>

Name of the Position	No of Posts	Qualifications and Experience
<p>Chief Security Officer</p> <p>Post Code: CSO</p>	1(UR)	<p>A Bachelor's degree in any discipline from a recognized University.</p> <p>Officers of the Departments of the State/Central/UT or Officers of the Armed Forces, holding analogous posts or with five (5) years regular service in a post in Level-10 of Pay Matrix (Pre-revised PB-3 with GP of Rs. 5400) or equivalent.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p> <p>Staying in the University Campus is mandatory. Accommodation shall be provided as per rules.</p>
<p>Assistant Registrar</p> <p>Post Code: AR</p>	1(UR)	<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>Officers holding analogous post in regular basis or with Five Years of regular service in the post of Section Officer in the 7th CPC Pay Matrix Level - 7 (Rs.44,900-1,42,400/-) from the Government Department or Universities/ Educational/ Research/ Teaching Institutions.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p>
<p>Personal Assistant</p> <p>Post Code: PA</p>	5(UR)	<p>A Graduate from recognized University and certificate in shorthand (Lower Grade) and certificate in Typewriting (Lower Grade) from a recognized Technical Board plus</p> <p>Holding analogous post on regular basis or with Five (5) Years of regular service in Level-4 of Pay Matrix (Pre-revised PB-2 with GP of Rs. 2400) or equivalent from the Government Department or Universities/ Educational/ Research/Teaching Institutions.</p> <p>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.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p>

Name of the Position	No of Posts	Qualifications and Experience
II. RECRUITMENT BY DEPUTATION/SHORT-TERM CONTRACT BASIS FOR GROUP 'B' POSITION		
Security Officer (preferably for Female) Post Code: SO	1(UR)	<p>Graduation in any discipline from a recognized University plus Five (5) years of experience in Police/Para Military Forces/Armed Forces of the Union and should have held post not below the rank of Assistant Security Officer or equivalent position in PB-2 with Grade Pay of Rs.4200/- (Level-6 in Pay Matrix of Rs. 35,400-1,12,400).</p> <p>Officers holding analogous post on regular basis or with Five (5) Years of regular service in Level-6 (Rs. 35,400-1,12,400) of Pay Matrix (Pre-revised PB-2 with GP of Rs. 4200) or equivalent from Central/State Government, Universities and other autonomous organizations</p> <p>Valid Light Motor Vehicle Driving License.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p>Age: Not exceeding 56 years.</p> <p>Staying in the University Campus is mandatory. Accommodation shall be provided as per rules.</p>

NOTE:-

1. Appropriate regulations of DoPT./ UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
2. 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.

General Information:

Allowances admissible to the employees of the University in accordance with the rules of the Government of India/UGC which may change from time to time.

REGISTRATION FEE AND SUBMISSION OF FILLED IN APPLICATIONS:

Registration fee :

For Group A Positions - Rs. 1,000/- for candidates under ‘General/OBC/TG’ categories and Rs.350/- for candidates under ‘SC/ST/PWD/Women’ category. **(Group A Positions are University Engineer, Internal Audit Officer, Deputy Registrar, Chief Security Officer and Assistant Registrar)**

For Group B Positions - Rs.500/- for candidates under ‘General/OBC/TG’ categories and Rs.150/- for candidates under ‘SC/ST/PWD/Women’ category. **(Group B Positions are Personal Assistant and Security Officer)**

A crossed Demand Draft drawn **in favour of the Finance Officer, University of Hyderabad, payable at Hyderabad** should be sent with the application towards registration fee (non-refundable). **Separate application along with a separate Demand Draft must be submitted if a candidate wants to apply for more than one post.** The Demand Draft must be placed/ tagged **at the top** of the application.

Please write the name of the post applied for and your name and full postal address on the backside of the DD without fail.

1. **Selection process:** The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. The prescribed qualifications and experience are minimum and the mere fact that a candidate possessing them will not entitle him/her for being called for interview. The University reserves the right to withdraw any advertised post at any time without giving any reasons.
2. **Pay & Allowances:** Besides pay in Pay Level, carries allowances at par with Central Government employees wherever applicable posted at Hyderabad as per VII CPC norms.
3. 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.
4. All the correspondence will be made through Email. Therefore all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University. List of shortlisted candidates and rejected candidates shall also be placed on the University Website.
5. Incomplete applications including applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
6. The advertised positions are tentative, this may change at the time of final selection and University of Hyderabad reserves the right not to fill up the post, if it so desires.
7. Only Indian Nationals need to apply.
8. No interim correspondence will be entertained.
9. Canvassing in any form will be treated as disqualification for the post.
10. In case of any clarifications candidates can send email to hr@uohyd.ac.in
11. It is for the candidates to ensure that he/she fulfils the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard.
12. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/or experience higher than the minimum prescribed.
13. The eligibility of candidates will be determined on the basis of qualifications/experience etc. acquired by them till the last date fixed for receipt of filled-in applications.
14. The tenure of deputation is extendable on satisfactory performance and the candidates would not be entitled for absorption in regular service or made permanent, merely on the strength of such continuation.
15. The deputation will be governed by the terms and conditions contained in the DoPT O.M. No's. 6/8/2009-Estt.(Pay-II), dt.17.06.2010 and 2/6/2016-Estt.(Pay-II), dt. 17.02.2016 as amended from time to time.

16. 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 31.03.2021.
- (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) Self-attested copies of certificates in support of educational qualifications
- (g) Applications received directly or without copies of APAR/ACRs will NOT be entertained.

17. The eligible candidates may apply in the prescribed format (enclosed) duly following the instructions. The applications should reach by **5 p.m. on 05.07.2021** to the following address: ***(Hard copies of filled-in applications will not be accepted in person)***

Deputy Registrar, (Recruitment Cell), Room No. 221, First Floor, Administration Building, University of Hyderabad, Prof. C.R. Rao Road, Central University P.O., Gachibowli, Hyderabad – 500 046.

Sd/-
(P.SARDAR SINGH)
REGISTRAR

Place: Hyderabad

Date: 22.05.2021

Application Form for Group 'A' and Group 'B' Non-Teaching positions

State whether the application is Original / Advance Copy



University of Hyderabad

Central University P.O., Gachibowli,
Hyderabad – 500 046 (Telangana), India.

(A Central University established in 1974 by an Act of Parliament)

Employment Notification No. UH/Rectt./NT/2021-02

Dated: 22.05.2021

Registration Number
(For Office use only)

Paste your
recent passport size
photograph here

(1) Bank payment details :

DD Number	Date	Amount	Name of the Bank	DD issuing Branch's Name

(2) Name of the post applied for

Personal details :

Sl.No.	Particulars	Day	Month	Year	Age as on 05.07.2021: dd/mm/yy	Sl.No. of proof enclosed
(3)	Candidate's full name (including Surname / Family name) (in Capital Letters)					
(4)	Date of birth					
(5)	Father's name					
(6)	Nationality					
(7)	Gender (Male / Female/TG)					
(8)	Community (SC/ ST/OBC/PWD/EWS/General)					
(9)	If the Applicant is physically disabled person, the relevant particulars may please be mentioned :					
(a)	Blindness or low vision :					
(b)	Hearing impairment					
(c)	Locomotor disability or cerebral palsy (Includes all cases of Orthopedically handicapped)					

(10). Educational Qualifications (the applicants may attach separate sheet if required)								
	Name of the Course passed / Main subject	Name of the Board / University	Month & Year passed	Class	% of Marks	CGPA (if grading is applicable)	Subjects studied	Sl.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
SSC / 10 th Class or Equivalent								
Intermediate / equivalent								
Bachelor's degree								
Master's degree								
If any..								

11. Experience (Including present position/employment)									
Designation & scale of pay	University / Institution	Period of Experience			Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m.(Rs.)	Nature of work/ duties being performed	Sl.No. of proof enclosed
		From date	To date	No. of years / Months/days As on 05.07.2021 (Convert 12 months into 1 year, 30 days into 1 month)					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

12) Names & complete postal addresses of 2 referees :	
Referee-1	Referee-2
Email:	Email:
Phone with STD Code:	Phone with STD code:
Mobile Ph:	Mobile Ph:

13) Candidate's Name & Address for correspondence :		
	Mailing address	Permanent address
Name		
Address with PIN CODE		
Email:		
Phone No. (with STD code)		
Mobile No.		

(14) Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date : _____ **Signature of the applicant**

(15) Endorsement by the Employer

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in Regular/Deputation/Contract capacity)

Forwarded to the University of Hyderabad, India :

The applicant Dr./Mr./Mrs./Ms. _____,
who has submitted this application for the post of _____ in the University of Hyderabad,
has been working in this organization namely _____ in the post of _____
in a regular / deputation / contract capacity with effect from _____ in the Pay Level of
Rs._____. He / She is drawing a basic pay of Rs. _____. His / Her next increment is due on
_____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the University of Hyderabad.

→

(Signature of the forwarding officer)

Name: _____

SEAL

Designation: _____

Place : _____

Date : _____