



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

PUBLIC NOTICE

**SCHEME OF EXAMINATION FOR NON-FACULTY POSTS ON
DIRECT RECRUITMENT**

The University is planning to conduct recruitment exams for various Non-Faculty positions notified vide 1) **Employment Notification No. UH/Rectt./NT/2023-02 dated 02/09/2023**, and 2) **Employment Notification No. UH/Rectt./NT/2024-03 dated 20/06/2024 tentatively in the month of September, 2025.**

In supersession of earlier notifications, the Scheme of Examination (Written & Skill Tests) and interviews (wherever applicable) for the positions notified above is provided for information of all the candidates. The candidate are informed to follow the University website – University of Hyderabad Careers (<https://uohyd.ac.in/non-teaching-project-staff/>) frequently and also to check their emails regularly for further updates on the process of examination, download of Admit Card, schedule of exam date, etc.

I. <u>For the post of SENIOR SYSTEM ANALYST</u>	
A. Paper-I: Multiple Choice Questions (MCQ)	Web Scripting languages like HTML 5, JavaScript, jQuery, Hosting of Website on IIS, WAMP/ LAMP/ XAMP, Any RDBMS. Web application deployment on AWS/ Azure Cloud, Programming language (s), Nodejs, Angular JS, NGNIX, Computer Networking Basics, Linux Commands and Shell Scripting, SSL, Advance Excel and Basics of Computer/ Network Security, Google Workspace and apps.
B. Paper-II: Descriptive Test	
Interview	Personal Interview with the Selection Committee

II. <u>For the post of NETWORKING ENGINEER</u>	
A. Paper-I: Multiple Choice Questions (MCQ)	Hosting of Web Apps on IIS, WAMP/ LAMP/ XAMP, Windows System Administration, Linux Administration, Network Switches Programming at Core, Distribution and Access level, Configuration of Active Directory, DHCP, DNS, Linux Commands and Shell Scripting, SSL, Advance Excel Computer/ Network Security, Google workspace Administration.
B. Paper-II: Descriptive Test	
Interview	Personal Interview with the Selection Committee

III. For the post of ASSISTANT DIRECTOR OF PHYSICAL EDUCATION	
A. Paper-I: Multiple Choice Questions (MCQ)	(i) Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Education Institutions and Regulatory Authorities, and (ii) Domain Knowledge and Knowledge about practice of Sports and Sports Coaching.
B. Paper-II: Descriptive Test	
Interview	Personal Interview with the Selection Committee

IV. For the posts of ASSISTANT LIBRARIAN	
A. Paper-I	Multiple Choice Questions (MCQ) on (i) General Awareness, with a focus on current affairs, (ii) Library and Information Sciences (UGC-NET syllabus on the subject). (iii) Mental Ability and Reasoning, (iv) Quantitative Ability (v) General English and Computer Awareness, General Administration, etc.
B. Paper-II	Descriptive Test on UGC NET syllabus for library and information sciences
C. Interview	Personal Interview with the Selection Committee

V. For the post of HINDI TYPIST	
A. Paper-I	Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Quantitative Ability, and General English, etc.
B. Paper-II	Descriptive Test on:
Hindi Typist	General Hindi, Essay, Precis, letter writing, comprehension and applied Hindi Grammar, etc. <i>(Note: Descriptive Test for this post will be in Hindi medium only)</i>
C. Skill Test	Typing test on computer: Typing speed of at least 30 words per minute in Hindi.

VI. For the posts of PERSONAL ASSISTANT AND STENOGRAPHER	
A. Paper-I	Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Mathematical Ability, Test of Language English or Hindi.
B. Paper-II	Descriptive Test on:
Personal Assistant & Stenographer	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned. Situation Test analysis, where the candidate's reaction would be sought on a given situation test case;

	Should possess good Communication Skills, English Language Proficiency, Knowledge of Computers with special reference to knowledge of word processing, data analysis packages, Essay.
<u>C. Skill Test</u>	<u>Typing test on computer:</u>
Personal Assistant	Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/ 55 minutes Hindi
Stenographer	Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/ 65 minutes Hindi

VII. <u>For the posts of SENIOR TECHNICAL ASSISTANT, TECHNICAL ASSISTANT AND LABORATORY ASSISTANT</u>	
<u>A. Paper-I</u>	Multiple Choice Questions (MCQ): Test of General Science and Awareness, Reasoning Ability, Mathematical Ability, Test of English Language
<u>B. Paper-II</u>	Descriptive Test on:
Senior Technical Assistant	Subject specific laboratory based practical questions in the areas of Physical/ Chemical/ Life Sciences and Engineering.
Technical Assistant	
Laboratory Assistant	
<u>C. Skill Test</u>	Lab:
Senior Technical Assistant	Skills pertaining to subject matter of the concerned post would be assessed through a skill test:
Technical Assistant	The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific experiments/ tests, as the case may be in a typical laboratory setup of the concerned department.
Laboratory Assistant	This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

VIII. <u>For the posts of ASSISTANT ENGINEER (CIVIL/ ELECTRICAL) AND JUNIOR ENGINEER (CIVIL/ ELECTRICAL)</u>	
<u>A. Paper-I</u>	Multiple Choice Questions (MCQ) on General Awareness, Reasoning, Quantitative Aptitude, and General Engineering (Civil) or General Engineering (Electrical), etc. <i>depending upon the post.</i>

B. Paper-II	Descriptive Test:
Assistant Engineer (Civil)	Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Estimation, Costing and Valuation, Concrete Technology, RCC Designs (RCC Beams and steel Design), Transportation Engineering (Highways/ Roads/ pavements/ roads drainage/ traffic signals, operations, markings, etc.), Environmental Engineering (water & sewerage systems, solid waste management, pollution control, etc.) Contract management/ quality control/ Project management, Safety management, knowledge of CAD along with knowledge of software, etc., and other related fields about the job.
Junior Engineer (Civil)	
Assistant Engineer (Electrical)	Basic Electrical Engineering concepts, Estimation and costing, Measurements and measuring instruments, Electrical Machines, Generation, Transmission and distribution, Air-Conditioning and refrigeration, Generators, Basic Electronics, Fire Safety Systems, Water Supply Installations, Lighting and wiring, Earthing Systems, HT & LT Supply, Contract management/ Quality Control/ Project management, Safety management, knowledge of CAD & other engineering drawing software, etc. and other related fields about the job.
Junior Engineer (Electrical)	

IX. For the posts of SECURITY OFFICER AND ASSISTANT SECURITY OFFICER	
A. Paper-I	Multiple Choice Questions (MCQ) on Security Management, Emergency response procedures, General Awareness, Reasoning Ability, Quantitative Ability and General English, etc.
B. Paper-II	Descriptive Test on the following matters:
Security Officer	Security enforcement and Management: Physical protection systems and measures Intrusion protection systems, monitoring, and communication, emergency response procedures, Cybersecurity procedures & law, Personal, material and vehicle access control systems and management. Firefighting and crisis management. Departmental Security instructions, risk assessment & management, crisis management & response, surveillance systems, perimeter security measures, General administration, etc.
Assistant Security Officer	Surveillance systems, perimeter protection, patrolling & computerized pass systems, employee training & awareness, incident reporting & documentation, knowledge of security laws, privacy laws & data protection, code of conduct for security professionals, handling sensitive information, etc.
C. Skill Test	(Skill Test) – Qualifying in nature (i) <u>Physical Efficiency Test (PET):</u> For male candidates a) 100 meters race in 16 seconds b) 1.6 Km race in 6.5 minutes c) Long Jump: 3.65 meters in 3 chances d) High Jump: 1.2 meters in 3 chances.

	<p>For female candidates: a) 100 metres race in 18 seconds b) 800 metres race in 4 minutes c) Long Jump: 2.7 metres (9 feet) in 3 chances. d) High Jump: 0.9 metres (3 feet) in 3 chances.</p> <p>(ii) Command in the conduct of Drill.</p> <p>(iii) Computer Operations.</p> <p>Medical Standards:</p> <ul style="list-style-type: none"> • The minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e., without wearing glasses. • The candidate must not have a knock-knee, flat foot, varicose vein or squint in eyes, or night blindness and they should possess high colour vision. • They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties. <p>Note:</p> <ol style="list-style-type: none"> 1. There shall be no minimum requirement of chest measurement for Female candidates. 2. Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on the production of a certificate in the prescribed proforma from the competent authorities of the district where they ordinarily reside. 3. PET will not carry any marks but will be of a qualifying nature. 4. The candidature of female candidates who are pregnant at the time of PET will be rejected as they cannot undergo PET. 5. The candidates who qualify for the PET will be medically examined by the Medical Officer of the University and/or any other recognized Medical Officer as decided by the University for this purpose.
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XIII. For the posts of PROFESSIONAL ASSISTANT, JUNIOR PROFESSIONAL ASSISTANT, AND LIBRARY ASSISTANT:	
A. Paper-I	Multiple Choice Questions (MCQ) on Library Science and aptitude, Information Science and Technology, Classification & cataloguing, Management of Library and Information Centres, Library Automation and Digital Library General Awareness, Reasoning Ability, Mathematics Ability, General English, etc.
B. Paper-II	Descriptive Test on:
Professional Assistant	<p>Knowledge and application of Library and Information Science Procedures, Rules and Regulations.</p> <p>Knowledge of ICT with special reference to Library Software packages of word processing, data analysis packages, Analog audio/video tapes/cassettes identification, arrangements, classification &</p>

<p align="center">Junior Professional Assistant</p>	<p>cataloguing, library books stack management, and preservation of digital audio/video files identification and management through software.</p> <p>Basic knowledge of broadcast audio/video parameters. Virtual reference services, stock verification, automation & digital library, website development and maintenance, cloud storage and server, remote access & discovery services, research tools, research data handling, Library networking & resource sharing, and other spheres of library operation/services.</p>
<p align="center">Library Assistant</p>	<p>Library and information science and recent developments in the following areas: Knowledge and application of procurement of resources including e-resources, technical processing, procedures, rules & regulations, various library operations, and services, classification, cataloguing, stack management, etc.</p> <p>Information Communication Technology (ICT), and recent developments in the field of ICT with special reference to library automation software, open-source software, word processing software, etc. Knowledge of the National Digital Library, the role of INFLIBNET, Institutional Repository, plagiarism, Information Retrieval, stock verification, etc.</p>

XIV. For the posts of LABORATORY ATTENDANT	
A. Paper-I	Multiple Choice Questions (MCQ) on Physical and Biological Sciences, General Awareness, Quantitative Ability, and Basic English.
B. Skill Test	Skill Test: to test the candidate's ability to identify and handle laboratory equipment & tools, protocols & procedures, and safety measures, etc.

Important Note: *The topics of the syllabus mentioned above for all the posts are only illustrative and not exhaustive.*

PROCESS OF EVALUATION AND DRAWING OF MERIT LIST

1. This is a common exam for both the notifications. However, the merit list will be drawn separately notification-wise and post-wise based on the performance in the evaluation process mentioned below. Though the exam is common for both notifications, the selection process is independent of the each other. However, if any candidate applied under both the notifications for the same post, their aggregate marks obtained in the evaluation process will be considered for the same posts in both the notifications. Similarly, if a candidate applied for a post against any one of the notifications, then their candidature will be considered exclusively for that notification for which he/she applied for and not for both.

2. **Process of Evaluation and Drawing of Merit List:**

I) The candidate's performance is evaluated in three phases to consider them qualified for a post, i.e. A) Paper-I, B) Paper-II & C) Skill Test. If any candidate does not attend OR is absent from any phase of the test or does not get the minimum qualifying marks as detailed hereunder is treated as disqualified for the post or exam.

A) Paper-I (Objective Type Test): (100 Marks – 1 ½ hours duration)

The qualifying marks for Paper-I is 40% for all categories.

All candidates shall write the Paper-II exam. However, Paper-II will be evaluated of those candidates who got 40% or above of qualifying marks in the Paper-I.

B) Paper-II (Descriptive Test): (100 Marks – 1 ½ hours duration)

- i) The qualifying marks for Paper-II is 50%.
- ii) Relaxed standards for SC/ ST/ OBC/PwBD categories is 45%. The SC, ST, OBC, and PwBD candidate who qualifies on the basis of relaxed standards irrespective of his/her merit position (aggregate of Paper I and Paper- II), will be counted against reserved vacancies only and not against unreserved vacancies.
- iii) The Qualified candidates in B i) and ii) above only shall be called for the Skill Test. the list of candidates will be announced and placed on the University's website, with details of Skill Test, Venue, Date, Time, etc., No separate communication in this regard is made. Hence candidates are advised to check the website regularly.
- iv) Mere calling for the skill test, does not bestow any right to get an offer letter.

C) Skill Test (Qualifying in Nature Test): (50 Marks)

- i) The Minimum qualifying marks for the Skill Test is 50% for all the categories.
- ii) Skill Test is a qualifying nature only. Hence, these marks are not considered for the overall assessment and for drawing merit list.

II) If the candidate is qualified in Paper-I and II but not qualified in the Skill Test, then his/her candidature is considered as disqualified for the post applied for. Thus, qualifying in the skill test is must for the candidates to be shortlisted in the merit list.

III) All candidates who have scored 50% and above in the Paper-II will be called for the Skill Test, and shall be eligible for unreserved/general posts. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwBD candidates in order of merit.

IV) A person with benchmark disability who is selected on his/her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability of relevant category.

V) Success in the examination confers no right of appointment unless the University is satisfied after such enquiry, as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

VI) The candidates applying for the post, should ensure that they fulfil all the eligibility conditions for the post as per the notification. Their participation at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any stage before or after the written test or Skill test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the post stands cancelled.

VII) Among those who qualified the Skill Test, a Merit list will be drawn based on the total aggregate marks secured in Paper-I and Paper-II combined, notification wise, post-wise and category-wise (where there is no interview component).

VIII) Where the interview component exists, the select list shall be drawn up based on aggregate marks secured in all the tests and interviews, in the order of merit. The Marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper-I and Paper-II.

3. Due to some technical reasons, if any discrepancy is noticed in the admit card, i.e., details of the candidate, the name of the post applied for etc., may brought to the notice by an email to hr@uohyd.ac.in before the exam, to enable university to provide an admit card accordingly. The University does not undertake any responsibility of whatsoever, if a candidate is failed to bring notice of the authorities in writing at least three days before of the exam and not able to attend the exam for the reasons whatsoever it may be.

4. **Rules for Tie-break:** In the case of two (2) or more candidates securing the same aggregate marks (i.e. In Paper-I & II), the following rules are applied to draw a merit list:

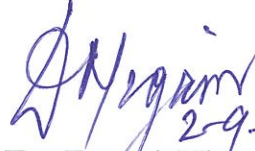
Rule (i) The candidate who secured more marks in the prescribed Minimum Educational qualification (i.e., SSC/Inter/Degree/PG etc.) notified in the notification for the respective post will be given the first place among the other candidates who are in tie-break and likewise the order of merit is fixed for other candidate(s) in the tie-break.

Rule (ii) If two or more candidates are still tied with the same marks after applying Rule (i), the candidate(s) senior in age will be given preference.

Rule (iii) If the tie is not broken after applying the above two Rules, it will be decided through the draw of lottery in the presence of the Vice Chancellor or his nominee(s)

5. In case of any ambiguity or interpretation, omission of mentioning any matter or rule, the candidate can address the issue or grievance to the Vice-Chancellor of the University at email id: **vc@uohyd.ac.in** and the decision of the Vice Chancellor is final and binding on the applicant/ matter. No further correspondence in this matter will be entertained.
6. **Updates concerning the recruitment process will be published only on the University Website on <https://uohyd.ac.in/non-teaching-project-staff/>, which is only to be treated as authentic information emanating from the University. **The University shall not be responsible for any other intimations received in private, through any other sources.**** The candidates are therefore advised to visit the University Website from time to time in their interest to find out the status of the recruitment process. In case of any doubts on the updates published on the University Website, the candidates can write to the University authorities on the email id: **hr@uohyd.ac.in**. *Please do not email to seek the status and updates on the recruitment process, which will invariably be published on the University Website.*

DATE: 02/09/2025


2-9-25
(Dr. Devesh Nigam)
REGISTRAR

