



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD
(A Central University established in 1974 by an Act of Parliament)

P.O. Central University, Prof. C.R. Rao Road, Gachibowli Hyderabad – 500 046, Telangana State, India.
Website: <https://uohyd.ac.in>; Email: hr@uohyd.ac.in

Employment Notification No. UH/Rectt./NT/2025–02 dated 24/09/2025

The University of Hyderabad (an Institution of Eminence), a Central University established in 1974 by an Act of Parliament, fully funded by the University Grants Commission (UGC), Ministry of Education, Government of India, invites applications from eligible Indian Citizens for appointment to various Group–A, B & C Non-Faculty and Other Academic posts on **Direct Recruitment basis**.

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt./NT/2025–02 on the website of the University.	24/09/2025
2.	Activation of online link (Samarth portal) for submission of online application.	25/09/2025
3.	Last date for submission of online applications and payment of fee through the above portal.	24/10/2025 till 05:30 PM
4.	University website link for the Notification & Corrigendum/ Addendum https://uohyd.ac.in/non-teaching-project-staff/	
5.	Link for submitting online application: https://uohydnt.samarth.edu.in	

NOTE: APPLICATIONS MUST BE SUBMITTED THROUGH ONLINE MODE ONLY ON THE ABOVE PORTAL. *APPLICANTS ARE NOT REQUIRED TO SEND THE HARD COPY OF THEIR APPLICATION TO THE UNIVERSITY.*

THE DETAILS OF THE POSTS ARE AS FOLLOWS:

S. No.	Name of the Post	Pay Level	No. of Posts	Max. Age Limit
Group – A Posts				
1.	Assistant Librarian \$	Academic Pay Level-10 (Rs.57,700-1,82,400)	4	(OBC-1; EWS-1; UR-2) Below 62 years
2.	Assistant Registrar	Pay Level-10 (Rs.56,100-1,77,500)	1	(UR) 40
3.	System Programmer	Pay Level-10 (Rs.56,100-1,77,500)	2	(OBC-1; UR-1) 40
Group – B Posts				
4.	Senior Assistant	Pay Level-6 (Rs.35,400-1,12,400)	3	(UR) 35
Group – C Posts				
5.	Office Assistant	Pay Level-4 (Rs.25,500-81,100)	4	(SC-1; OBC-1; UR-2) 32
6.	Laboratory Assistant	Pay Level-4 (Rs.25,500-81,100)	10	(SC-1; ST-1; OBC-3; EWS-1; UR-4) 32
7.	Junior Office Assistant	Pay Level-2 (Rs.19,900-63,200)	13	(SC-2; ST-1; OBC-3; EWS-2; UR-5) 32
8.	Laboratory Attendant	Pay Level-1 (Rs.18,000-56,900)	5	(SC-1; OBC-2; UR-2) 32
9.	Library Attendant	Pay Level-1 (Rs.18,000-56,900)	3	(SC-1; PwBD- HH-1; UR-1) 32
Total Number of Posts			45	---

\$ The age of superannuation of Assistant Librarian is 62 years.

BACKLOG VACANCIES

S. No.	Name of the Post	Pay Level	No. of Posts	Max. Age Limit
Group – B Posts				
1.	Senior Assistant	Pay Level-6 (Rs.35,400-1,12,400)	2	(EWS-1; PwBD-VH-1) 35
Group – C Posts				
2.	Office Assistant	Pay Level-4 (Rs.25,500-81,100)	3	(SC-1; ST-1; EWS-1) 32
3.	Junior Office Assistant	Pay Level-2 (Rs.19,900-63,200)	2	[PwBD (LD)- 1; PwBD (HH)-1] 32
Total Number of Posts			7	---

Abbreviations:

- UR**–Unreserved; **SC**–Scheduled Caste; **ST**–Scheduled Tribe;
OBC–Other Backward Class (Non–Creamy Layer); **EWS**–Economically Weaker Section
PwBD (Persons with Benchmark Disabilities)
- **PwBD–HH** – Hearing Handicapped (or Hearing Impaired)
 - **PwBD–VH** – Visually Handicapped (VH)
 - **PwBD–LD** – Locomotor Disability (LD)

THE DETAILS OF THE ESSENTIAL ELIGIBILITY VIZ. QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

Group–A Posts

01. ASSISTANT LIBRARIAN

- i. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii. A consistently good academic record, with knowledge of computerization of a library.
- iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned is to be uploaded along with the certificate.
2. NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

02. ASSISTANT REGISTRAR

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.

03. SYSTEM PROGRAMMER

1. B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering.
2. 05 years programming experience in languages like C/ C++/ JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/ PSUs/ Private organization.

OR

1. M.E./ M. Tech. in Computer Science & Engineering/ Electronics Engineering/ M.Sc. Computer Science/ MCA.
2. 03 years' programming experience in languages like C/ C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/ PSUs/ Private organization.

NOTE: Experience certificate should mention the area of expertise as mentioned above.

Group-B Posts

04. SENIOR ASSISTANT

- i. Bachelor's Degree from recognized University / Institution.
- ii. Three (3) years of experience as Office Assistant/ UDC or equivalent in Level 4 in Central/ State Government/ University/ PSUs and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Proficiency in Typing, Computer applications, noting and drafting.

NOTE: Experience certificate should mention the area of expertise as mentioned above.

Group-C Posts

05. OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. Two (2) years' experience as Junior Office Assistant/ Lower Division Clerk/ equivalent posts in University/ Research Establishment / Central/ State Govt./ PSUs/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- crores or more.
- iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
- iv. Proficiency in Computer Operations

NOTE: Experience certificate should mention the area of expertise as mentioned above.

06. LABORATORY ASSISTANT

Bachelor's degree with minimum two (2) years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

The experience should be in a University/ Research establishment/ Central/ State Govt./ PSU and other autonomous bodies or Private organizations of repute with an annual turnover of at least Rs.200/- Crores or more.

NOTE: Experience certificate should mention the area of expertise as mentioned above.

07. JUNIOR OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
 - ii. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)
 - iii. Proficiency in Computer Operations.
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08. LABORATORY ATTENDANT

10+2 with science stream from any recognized Central/ State Board

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

09. LIBRARY ATTENDANT

- i. 10+2 or its equivalent examination from a recognized Board.
- ii. Certificate course in Library Science from a recognized Institution.
- iii. One year experience in a University/ College/ Educational Institution Library.
- iv. Basic knowledge of computer applications.

PAYMENT OF FEE:

SC/ ST/ PwBD Category Candidates : Rs. 500/-

All other category candidates : Rs. 1,000/-

- a) If a candidate wishes to apply for more than one post, separate application must be submitted along with the fee.
- b) Fee once paid will not be refunded under any circumstances. Candidates should go through the Notification and ensure their eligibility before making payment.

MODE OF PAYMENT (ONLINE MODE): - a. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions. b. The payment can be made by using Debit Cards, Credit Cards, Internet Banking, IMPS. c. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

Instructions to the candidates for filling out the Online Application form

- The candidates are requested to go through the Employment Notification placed on the University Website <https://uohyd.ac.in/non-teaching-project-staff/> read the instructions carefully and comply with them, before filling in the details in the candidate portal.
- The candidate has to click on the link <https://uohydn.samarth.edu.in/index.php/site/login> and complete the registration process first. They must confirm their registration via a link sent to their registered mail ID.
- Once the registration of the candidate is confirmed, the candidate may log into the application portal using the credentials and fill in all the information viz., educational qualifications, experience, etc., and submit the form online.

Candidates have to upload a scanned photo, signature, and all documents in support of qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.

- The photograph must be a recent passport colour photograph and clearly visible.
- The size of the file should be between 100kb–500 kb (JPEG/PDF)

**INSTRUCTIONS FOR CANDIDATES APPLYING
FOR RESERVED POSTS (SC/ ST/ OBC/ PwBD/ EWS)**

Submission of valid Caste Certificate, Age, and Other Relaxations: Candidates belonging to SC/ST/OBC/PwBD/EWS must submit a valid latest certificate in the format prescribed by the Government of India issued by the Competent Authority.

Candidates belonging to OBC (NCL) and EWS are required to upload the certificate issued during the current Financial Year 2025-26

PwBD candidates should furnish medical certificates issued by the Competent Authority as proof of their disability. If the Disability certificate is in a language other than English/Hindi, the candidates should submit a self-certified translated copy in English or Hindi, along with a photocopy of the certificate in the local language.

Visually Challenged Candidates: SCRIBE assistance will be provided to the candidates with a relevant disability of forty (40) percent and above during the written examination.

Partially Blind Candidates: Candidates with visual disability of less than forty percent who can read the normal question paper set for all candidates with or without a magnifying glass and wish to use a magnifying glass in the examination hall will be allowed to do so. Such candidates must bring their own magnifying glass.

Typing Test Exemption: Candidates who are otherwise qualified for clerical posts but are certified as unable to type by the medical board attached to Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such board) are exempted from passing the typing test. Such candidates must produce a medical certificate in the prescribed format from the medical authorities.

Translations of Certificates: If any of the supporting documents submitted by the applicant are in a language other than English/Hindi, candidates must submit a self-certified translated copy of the same in English or Hindi.

AGE RELAXATION:

S. No.	Category of Persons	Extent of Age Relaxation
1.	SC/ST Candidates	5 years (for positions reserved for SC & ST only)
2.	OBC (Central List) Non-Creamy Layer Candidates	3 years (for positions reserved for OBC only)
3.	Persons with Benchmark Disabilities (PwBD)	UR – 10 years Reserved Categories: In case the PwBD candidates belong to SC/ST/OBC categories, such SC/ST-cum PwBD candidates are eligible for 15 years and OBC-cum-PwBD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
4.	Outsourced staff deployed in the University of Hyderabad	The Competent Authority may grant age relaxation to outsourced staff deployed in the University of Hyderabad, including disengaged staff, to the extent of their service in the University.

Any other age relaxations will be in accordance with the Government of India norms.

GENERAL INSTRUCTIONS

1. **Early Submission:** The candidates are advised to submit their online applications well in advance without waiting till the last date of application, to avoid technical issues or any unforeseen circumstances toward the last date for submission.

2. **Qualification and Experience:**

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained. If experience certificate is not enclosed at the time of submission of online application, his/ her candidature will not be considered.

3. Prescribed qualification and experience are the minimum requirements. However, mere possession of qualifications/experience, etc. does not guarantee screening/short-listing for the Written/Trade Test/Interview (wherever applicable). The University reserves the right to limit the number of candidates admitted for interviews/tests based on qualifications and/or experience higher than the minimum required.
4. The University will not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. The candidature thus will be accepted only provisionally subject to final scrutiny. Applications of only those candidates who qualified in the written tests will be taken up for final scrutiny.
5. Once the online application is submitted, there is no provision for editing the application. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms and before submitting them.
6. Only one online application is allowed to be submitted by a candidate for one post. In case, more than one application of a candidate with different registration for the same post is detected, all the applications will be rejected and his candidature for the examination will be cancelled.
7. **Crucial Date for Eligibility Determination:** Eligibility will be determined based on age, qualifications and experience acquired by candidates until the last date for receipt of applications.
8. **Unspecified Matters:** Any matters not specifically addressed in these instructions will be decided by the University, and its decision shall be final and binding on the candidates.
9. **Communication:** All correspondence, including the issue of call letters for Written Tests/Skill Tests/Interviews (wherever applicable), will be sent through email only. List of Qualified candidates for each post/ or any other related information, will be placed on the University website (<https://uohyd.ac.in/non-teaching-project-staff/>). Candidates must provide the correct email address and regularly check emails and the University website for any updates from the University.

10. **Corrigendum or Addendum to the Notification:** The University reserves the right to issue any corrigendum or addendum or any updates to this notification which will be published on the University website (<https://uohyd.ac.in/non-teaching-project-staff/>) only. All applicants are advised to visit the University website from time to time.
11. **Pension Scheme:** Candidates joining the University service on or after 1st January 2004 are covered under the New Pension Scheme. However, employees who entered public service before 31.12.2003 and were governed by the CCS (Pension) Rules, 1972, shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to receipt of past service benefits under these Rules from the previous employer. Government of India Orders on "Mobility of personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments" will apply in such cases.
12. **Canvassing:** Canvassing in any form will be treated as a disqualification.
13. **Dispute Resolution:** All disputes are subject to Hyderabad jurisdiction.
14. **Syllabus for Written/ Skill Test:** The syllabus for the written/ skill test is attached as annexure.
15. **Verification of Documents:** The University shall verify the antecedents of the applicant, or the documents submitted by him/her after joining the post or anytime during his/ her service. In case if, it is found that the information/ documents submitted by the candidate is/ are fake or if the candidate has criminal/ clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forthwith any time during the service.
16. **Right to Not Fill Posts and Changes in the Number of Vacancies:** The University reserves the right not to fill any post or cancel the notification/recruitment process at any stage without assigning any reasons.
- In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of the appointment order, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates.
17. **Central/State Government/Autonomous Bodies/PSUs Employees/etc.:** The in-service candidates shall upload copies of the experience certificate, and No Objection Certificate along with vigilance clearance and integrity certificate issued by their present employer. They have to submit the original NOC issued by the employer at the time of the written/ skill test or at the time of the interview if they are shortlisted.

Date: 24/09/2025

Place: Hyderabad


24-9-25
REGISTRAR



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

PUBLIC NOTICE

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

Employment Notification No. UH/Rectt./NT/2025-02 dated 24/09/2025

The candidates 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 posts of ASSISTANT LIBRARIAN</u>	
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

II. <u>For the post of ASSISTANT REGISTRAR</u>	
A. Paper-I	Multiple Choice Questions (MCQ) on (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc. (ii) Mental Ability and Reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc.
B. Paper-II	Descriptive Test on Essay Writing, Noting and Drafting, Data Analysis and Presentation, Domain knowledge of establishment, accounts and academic practices & procedures in the University System, General Administration, Basic administrative practices, etc.
C. Interview	Personal Interview with the Selection Committee

III. For the post of SYSTEM PROGRAMMER	
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	
C. Interview	Personal Interview with the Selection Committee

IV. For the posts of SENIOR ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ) Type (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc (ii) Mental Ability and reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc.
B. Paper-II	Descriptive Test on Essay and Letter Writing, Noting and Drafting, Fundamental and Supplementary Rules, GFR, Purchase procedures, Allowances and Advances, Conduct and Disciplinary Rules, Reservation Rosters, Pay Fixation, Promotions and Financial Upgradations, Travelling Allowance Rules, Retirement Schemes/benefits and General administration etc.

V. For the posts of OFFICE ASSISTANT, JUNIOR OFFICE ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Quantitative Ability, and General English, etc.
B. Paper-II	Descriptive Test on:
Office Assistant	(i) General English, Essay, Precis, noting and drafting (ii) Domain knowledge of Establishment, Accounts, Examinations, Office Procedure and General Administration, etc.
Junior Office Assistant	General English, Essay, Precis, letter writing, comprehension and applied English Grammar, etc.)
C. Skill Test	Typing test on computer: Typing speed of at least 35 words per minute in English or 30 words per minute in Hindi Typing.

VI. For the posts of LABORATORY ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ): Test of General Science and Awareness, Reasoning Ability, Mathematical Ability, Test of English Language
B. Paper-II Descriptive Test	Subject specific laboratory based practical questions in the areas of Physical/ Chemical/ Life Sciences and Engineering.
C. Skill Test	Skills pertaining to subject matter of the concerned post would be assessed through a skill test: 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. 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.

VII. 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.

VIII. For the posts of LIBRARY ATTENDANT	
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. Skill Test	Skill Test to test the candidate's ability on Library Science, Classification and Cataloguing, 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. 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, 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.

2. **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 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)

3. 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.

4. 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: 24/09/2025