



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, T.S. India– 500 046
Website: <https://uohyd.ac.in>; Email: hr@uohyd.ac.in

Employment Notification No. UH/Rectt./NT/2026–01 dated 30/01/2026

The University of Hyderabad (an Institution of Eminence), a Central University established in 1974 by an Act of Parliament and 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 Non-Faculty posts on **Direct Recruitment/ Deputation Basis/Short-Term Contract.**

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of the Employment Notification <u>No. UH/Rectt./NT /2026–01</u> and activation of the link through the Samarth portal on the University website.	30/01/2026
2.	Last date for submission of online application and payment of registration fee through the above portal.	27/02/2026 till 05:30 PM
3.	Last date for receiving the hard copy of the application along with relevant enclosures by post/courier:	02/03/2026 till 05:30 PM
4.	University website link for publishing the Notification & Corrigendum/ Addendum https://uohyd.ac.in/non-teaching-project-staff/	
5.	Link for online application: https://uohydnt.samarth.edu.in	
6.	Mailing address for forwarding the hardcopy of the application submitted online, along with enclosures: THE ASSISTANT 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, TELANGANA, INDIA. <i>Note: (submission of the hard copy of the application by hand will not be accepted)</i>	

THE DETAILS OF THE POSITIONS ARE AS FOLLOWS:

S. No.	Name of the Post	Pay Level	No. of Posts	Age Limit	Recruitment mode & Maximum Tenure (subject to conditions)
1.	Controller of Examinations (CE)	Level-14 (Rs.1,44,200 – 2,18,200)	1	*	By Direct Recruitment/ Deputation / Short-term contract, for max. five years or till attaining the age of 62 years, whichever is earlier.
2.	Deputy Registrar	Pay Level-12 (Rs.78,800– 2,09,200)	3	56 years	By deputation, for two years or till the original incumbent in the post holding lien returns to university service, whichever is earlier
3.	Internal Audit Officer	Pay Level-12 (Rs.78,800– 2,09,200)	1	56 years	By Deputation, for three years.

* 58 years for Deputation/Short Term Contract and 57 years for Direct Recruitment on a tenure basis.

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

01. CONTROLLER OF EXAMINATIONS (CE)

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

ii) At least 15 years of experience as an Assistant Professor in the Academic Pay Level-11 and above, or 8 years of service in the Academic Pay Level 12 and above, including as an Associate Professor, along with experience in educational administration.

(OR)

Comparable experience in a research establishment and/or other institutions of higher education.

(OR)

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Pay Level 12.

DEPUTATION:

Qualification and experience as indicated at i) and ii) above.

Grade: Holding an analogous post or eight years' experience at the Pay Level-12.

DESIRABLE: Adequate experience in the admission process and conduct of university examinations or other examinations, and exposure to e-governance.

TENURE OF DIRECT RECRUITMENT/DEPUTATION/SHORT-TERM CONTRACT:
Initially for a period of two (2) years, extendable for a further period of three (3) years or till attaining the age of 62 years, whichever is earlier.

02. DEPUTY REGISTRAR (by Deputation)

Officers holding analogous post on a regular basis or with five (5) years of regular service in Pay Level 11 or with eight (08) years of regular service in Pay Level 10 in the Central/State Government, Universities, and other autonomous organizations and possessing Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Tenure of Deputation: Since the three (3) vacancies are lien-vacancies of regular incumbents in the posts, the tenure of deputation will be for a period of 2 years or till the lien-holder returns to the post, whichever is earlier.

03. INTERNAL AUDIT OFFICER (by Deputation)

Officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on a regular basis.

OR

With three (3) years of regular service in Level-11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five (5) years of regular service in Level-10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.

Tenure of Deputation: Initially for a period of three (3) years, extendable as per the Government of India norms, subject to satisfactory performance.

PAYMENT OF REGISTRATION FEE:

Category	Fee
UR / EWS / OBC	Rs. 1,000/-
SC / ST / PwBD / Women	NIL

Fee once paid will not be refunded under any circumstances.

The candidate should go through the Notification and ensure eligibility before making payment.

Age Relaxation: Age relaxations will be extended in accordance with the Government of India norms.

Instructions to the candidates for filling 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://uohydnt.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 email 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 and 500 kb (JPEG/PDF)

- **Submission of a hard copy of the application with all enclosures is mandatory.** Applications will be summarily rejected in case a hard copy is not received by the last date prescribed. The candidate has to take a print-out of the filled-in online application, and enclose all the relevant “self-attested” supporting documents and forward them to the University **on or before 02/03/2026** after appending the applicant’s signature. Applications without the candidate’s signature and incomplete forms **will not be considered.**

GENERAL INSTRUCTIONS

1. **Early Submission:** Since the applications received beyond the last date prescribed for receipt of hardcopy will not be accepted, the candidates are advised to submit their applications well in advance without waiting till the last date of application, to avoid technical issues/postal delays or any unforeseen circumstances. The University will not be responsible for postal delays at any stage.
2. **Qualification and Experience:** Prescribed qualification and experience are the minimum requirements. However, mere possession of qualifications/experience, etc., does not automatically guarantee a candidate’s being screened/short-listed for the Interview. The University reserves the right to limit the number of candidates admitted for interviews based on qualifications and/or experience higher than the minimum required.

3. **Crucial Date for Eligibility Determination:** Eligibility of a candidate will be determined based on his/her qualifications/experience as of the last date prescribed for receipt of the applications.
4. **Forwarding of application through proper channel:** Applications must be forwarded by the respective controlling officer, duly signed by an officer not below the rank of Under Secretary or equivalent, along with the following documents:
 - a) No Objection Certificate.
 - b) Attested copies of ACRs/APARs for the last five (5) years up to 31/03/2025.
 - c) Vigilance Clearance certificate, indicating no pending or contemplated disciplinary or criminal proceedings against the applicant.
 - d) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
 - e) Self-attested copies of certificates supporting educational qualifications, experience, etc.

Applicants may submit an advance copy of the application before the last date, in case of anticipation of any delay in forwarding the application through the proper channel. However, they have to submit the NOC issued by the employer and also bring all the documents mentioned above at the time of the interview, if they are shortlisted for it.

5. **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.
6. **Communication:** All correspondence, including the issue of call letters for Written Tests/Skill Tests/Interviews (wherever applicable), will be sent through email only and will also be placed on the University website (<https://uohyd.ac.in/non-teaching-project-staff/>). Candidates must provide the correct email address and regularly check their emails and also the University website for any updates from the University.
7. **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 and will not be published in any newspaper. All applicants are advised to visit the University website from time to time to check for updates on the recruitment process.
8. **Canvassing:** Canvassing in any form will render a candidate disqualified.
9. **Conditions for rejection of applications for candidature:**
 - Applications received after the last date for any reason whatsoever will not be accepted and summarily rejected. No further correspondence/enquiry will be entertained in this regard.
 - The University shall process the applications entirely based on the information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
10. **Dispute Resolution:** All disputes are subject to Hyderabad jurisdiction.

11. **Verification of Documents:** The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time, i.e., at the time of appointment or anytime during the tenure of service. In case it is found that the documents/information submitted by the candidate are/is 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 at any time during the service.
12. **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.

13. **Enclosures to the hardcopy of the application:** Enclose legible self-attested copies (not originals) of the following certificates/documents along with the application:

- Category and Date of Birth certificate
- Qualifications Certificates (Degree/Provisional Certificates, Marks Memos)
- Experience certificates (service certificate/experience certificate or any other supporting evidence containing pay scales/pay levels for each position or Appointment Orders specifying Pay Scale/Grade Pay/Pay Level, etc.) and periods for which the position was held.

Documents evidencing the qualifications, experience, and other criteria stated in the application must be securely fastened with a tag at the top left-hand corner of the hard copy of the application, arranged in the same sequential order as the entries made in the online application. Entries made in the applications without hardcopies of the documentary evidence will not be considered valid for determining a candidate's eligibility for the post applied for.

14. **Submission of the hardcopy of the Online Application:** Finally, after completing the requirements mentioned above, send the hard copy of the application online, through 'Registered Post/Speed Post' only, ensuring that the 'name of the post applied for' is superscribed on the top left corner of the envelope. **The application must reach the following address by 02/03/2026, 05:30 PM. Late submission of applications will not be entertained.**

The Assistant 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, Telangana, India

Only applications that fulfill all prescribed requirements, including online submission, submission of a hard copy, and supporting documentary evidence, will be considered

Date: 30/01/2026
Place: Hyderabad

Sd/-
REGISTRAR