



हैदराबाद विश्वविद्यालय
University of Hyderabad



प्रतिष्ठित संस्थान
INSTITUTION OF EMINENCE
राष्ट्रीय अपेक्षाएँ, वैश्विक मानक
National Needs, Global Standards

IoE Directorate
NOTE

8th March 2020

Web Advertisement

Applications are invited on a plain paper (along with copies of educational qualifications and experience) from eligible candidates for selection for the following positions in the IoE Directorate Office under the "Institution of Eminence" project granted to the University of Hyderabad by the Government of India and MHRD Notification No. F11/9/2019-U3(A) dated 17.02.2020.

The details of each post and emolument is provided below

1: Name of the post: Executive Assistant (IoE Projects) – 1 No.

Emolument: Rs 35,000/- per month (consolidated)

Duties and Responsibilities:

- Monitoring IoE email
- Filing IoE proposals (both soft and hard copy)
- Verify proposal forms for completeness and revert to proposers in case of any lacunae
- Follow-up on Reviewers
- Liaise with UoH administrative offices and academic units when required
- Prepare office notes for VC's approvals when needed, and obtaining the approvals
- Filing and digitising all paperwork of the Directorate
- Set up meetings for IoE directorate where required
- And any other duties as assigned by the Directorate.

Minimum Qualification: MSc/M.Tech, with atleast 1 year of experience of working in project in lab post-MSc/post-MTech. Should have handled ordering, purchases, finance management, reagent stock recording, coordinating meetings, participated in organizing talks etc during lab experience. Should be highly skilled in both oral and written communication in English. Should have good hands-on experience of documentation using MS-Office package.

2. Name of the post: – Executive Assistant (Admin) 1 No.

Emolument: Rs 35,000/- per month (consolidated)

Duties and Responsibilities:

- Manage finance documentation
- All data entry, collecting and managing data
- Designing filing system and maintaining effective record keeping
- monitor operations and procedures,

- preparing payroll (wherever required)
- reviewing, making purchases for office requisitions, and
- assigning and monitoring clerical functions
- And any other duties as assigned by the Directorate.

Minimum Qualification: Bachelor's degree in Computer-related field, such as information technology or computer science; with at least 4 years of experience in data analysis or database development or Master's Degree in Computer-related field with 1-2 years of experience in the above-mentioned areas. Should have good communication skills.

Key skills required are: able to conduct operations and systems analysis; familiarity with various packages of data entry, organization, maintenance, sharing of files/documents, familiarity with mainframe computers, hard disk and drives; ability to use archival component-oriented development, operating system, data base management etc

3. Name of the post: Office Attendant – 1 No.

Emolument: Rs 15,000/- per month (consolidated)

Duties and Responsibilities:

- Opening up office and keeping it clean
- Keeping files in orderly and organized way
- Delivering/receiving official documents between various departments
- Making entries of the incoming documents/letter for other official centres and more
- Making sure IoE officers staff has all the basic needs at their desks
- And any other duties as assigned by the Directorate.

Minimum Qualification: Passed secondary examination, with minimum 2 years of experience of working as office attendant. Should read and write English.

Other Details:

- Duration: All appointments are made for one year and can be extendible after a performance review.
- If applying for more than one position, please submit separate applications and mention the same clearly on each application.
- Only candidates who fit into the objectives of the project will be called for the interview. The University reserves the right to reject or accept any or all the application received without assigning any reason.
- Applications through emails and/or walk-ins are NOT ALLOWED

Applications with contact details, email and phone number (along with photocopies of their qualifications/experience and reprints of published work wherever applicable) may be sent to Prof. **Pramod K Nayar, Director - Institution of Eminence, Department of English, School of Humanities, University of Hyderabad, Prof C R Rao Road, Gachibowli, Hyderabad 500 046** on or before **25th March 2020**.

The short-listed candidates would have to appear for an interview at the IoE Directorate Office, University of Hyderabad, Gachibowli, Hyderabad 500 046 on the date intimated to them. **Intimation will be sent via email.**

No TA/DA would be paid for attending the interview.