



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./2020-01 dated 18.05.2020**

**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 **Direct and Deputation** basis:

**Important Dates:**

S. No.	Details	Date
01.	Release of Employment Notification No. UH/Rectt/2020-01 dated 18.05.2020	<b>18.05.2020</b>
02.	Last Date for submission of hardcopy of application by post/courier: <b>Note : (Hard copies of filled-in applications <u>will not be</u> accepted in person)</b>	<b>30.06.2020</b>

The details of the position 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)
<b>I. RECRUITMENT BY DEPUTATION FOR GROUP 'A' AND GROUP 'B' POSITIONS</b>					
1.	Assistant Registrar	Group A	Level-10 (Rs. 56,100 – 1,77,500)	56	1(UR)
2.	Assistant Engineer (Civil)	Group B	Level-7 (Rs. 44,900 – 1,42,400)	56	1(UR)
3.	Assistant Engineer (Electrical)	Group B	Level-7 (Rs. 44,900 – 1,42,400)	56	1(UR)
4.	Personal Assistant	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	56	5(UR)
<b>II. DIRECT RECRUITMENT FOR GROUP 'A', GROUP 'B' AND GROUP 'C' POSITIONS</b>					
1.	Deputy Registrar	Group A	Level-12 (Rs. 78,800-2,09,200)	50	1(SC)
2.	Assistant Registrar	Group A	Level-10 (Rs. 56,100 – 1,77,500)	45	1(UR)
3.	Security Officer	Group B	Level-7 (Rs. 44,900 – 1,42,400)	40	1(UR)
4.	Statistical Assistant	Group C	Level – 5 (Rs. 29,200 – 92,300)	30	1(UR)
5.	Sanitary Inspector	Group C	Level – 5 (Rs. 29,200 – 92,300)	30	1(UR)
6.	# Hindi Typist	Group C	Level – 2 (Rs. 19,900 – 63,200)	30	1(UR)

# Note : Those applicants who had applied for the position of **Hindi Typist** vide Employment Notification No. UH/Rectt./2019-06 dt. 22.11.2019 need not apply again. They can send their updated bio-data to Recruitment Section, if they so desire. Their candidature will be considered along with applicants of this Employment Notification.

Name of the Position	No of Posts	Qualifications and Experience
<b>I. RECRUITMENT BY DEPUTATION FOR GROUP 'A' AND GROUP 'B' POSITIONS</b>		
<b>Assistant Registrar (On Deputation)</b>	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 <b>in the area of finance</b> and in the 7<sup>th</sup> CPC Pay Matrix Level – 7 (Rs.44,900-1,42,400/-) from the Government Department or Universities/ Educational/ Research/ Teaching Institutions.</p> <p><b>Age: Not exceeding 56 years.</b></p>

Assistant Engineer (Civil) (On Deputation)	1(UR)	<p>➤ Officers holding analogous posts or Junior Engineers (Civil) in Pay Matrix Level – 6 (Rs. 35,400 – 1,12,400) possessing a Bachelor's degree in Civil Engineering from a recognized University with five (5) years of regular service in the cadre from the Central / State Government, Universities and other autonomous bodies <b>(or)</b> Three-year Diploma in Civil Engineering from a recognized University / Institute with eight (8) years of regular service in the cadre from the Central / State Government, Universities and other autonomous bodies.</p> <p><b>Age: Not exceeding 56 years.</b></p>
Assistant Engineer (Electrical) (On Deputation)	1(UR)	<p>➤ Officers holding analogous posts or Junior Engineers (Electrical) in Pay Matrix Level – 6 (Rs. 35,400 – 1,12,400) possessing a Bachelor's degree in Electrical Engineering from a recognized University with five (5) years of regular service in the cadre from the Central / State Government, Universities and other autonomous bodies <b>(or)</b> Three-year Diploma in Electrical Engineering from a recognized University / Institute with eight (8) years of regular service in the cadre from the Central / State Government, Universities and other autonomous bodies.</p> <p><b>Age: Not exceeding 56 years.</b></p>
Personal Assistant (On Deputation)	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 along with –</p> <p>➤ Officers 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><b>Age: Not exceeding 56 years.</b></p>

Tenure of deputation is for a period of one (1) year, likely to be extended for another one year based on performance.

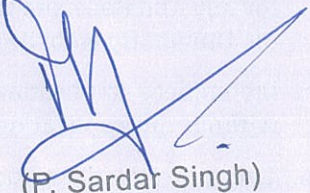
## II. DIRECT RECRUITMENT FOR GROUP 'A', Group 'B' AND GROUP 'C' POSITIONS

Deputy Registrar	1(SC)	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;"><b>AND</b></p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration;</p> <p style="text-align: center;"><b>OR</b></p> <p>c) Comparable experience in research establishment and/or other Institutions of higher education;</p> <p style="text-align: center;"><b>OR</b></p> <p>d) 5 years of administrative experience as Assistant Registrar (regular Service) or in equivalent post.</p> <p><b>Age: Not exceeding 50 years.</b></p>
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Assistant Registrar	1(UR)	<p>A Master's Degree with at least 55% of the marks or equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p style="text-align: center;"><b>And</b></p> <p>The candidate must have good academic record (i.e. 50% in Graduation).</p> <p><b>Desirable:</b></p> <p>At least 5 years' experience in supervisory or equivalent cadre in a Government department/ University /Educational or Research Institution /Establishment/Finance &amp; Accounts / Housekeeping/HR/Business Incubation.</p> <p><b>Age: Not exceeding 45 years.</b></p>
Security Officer	1(UR)	<p><b>Essential:</b></p> <p>(i) Graduation in any discipline from a recognized University. Plus</p> <p>(ii) 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/-. Plus</p> <p>(iii) Valid Light Motor Vehicle Driving License.</p> <p><b>Desirable:-</b></p> <p>(i) Diploma in Security Operations/Fire Safety and Disaster Management from a University/Institute/reputed Organizations.</p> <p>(ii) Experience in handling emergency situations like fire-fighting, rescue operations, crowd management, etc.</p> <p><b>Age: Not exceeding 40 years.</b></p>
Statistical Assistant	1(UR)	<p><b>Essential:</b></p> <p>(i) Post Graduate degree in Statistics / Operational Research / Mathematical Statistics / Applied Statistics from a recognized University/ Institute.</p> <p style="text-align: center;"><b>(OR)</b></p> <p>Post Graduate degree in Economies /Mathematics/Commerce with Statistics as one of the subjects / papers at degree level from a recognized University / Institute.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) Two (2) years of experience in collection, compilation, interpretation and management of statistical data or research work in Statistics in computerized environment.</p> <p style="text-align: center;"><b>(OR)</b></p> <p>(i) Graduate degree in Statistics (Hons.) from a recognized University / Institute.</p> <p style="text-align: center;"><b>Plus</b></p> <p>(ii) Four (4) years of experience in collection, compilation, interpretation and management of statistical data or research work in Statistics in computerized environment.</p> <p><b>Desirable:</b></p> <p>(i) Exposure and ability to use statistical software</p> <p>(ii) Hands on experience in office applications, spread sheets and presentations.</p> <p><b>Note:</b> Selections will be made on the basis of Written Test &amp; Skill Test on computer.</p> <p><b>Age: Not exceeding 30 years.</b></p>

<b>Sanitary Inspector</b>	1(UR)	<p>(i) Bachelor's Degree in Science with at least 55% marks from a recognized University.</p> <p style="text-align: center;"><b>Plus</b></p> <p>(ii) Diploma in Health and Sanitation from a recognized University / Institute.</p> <p style="text-align: center;"><b>Plus</b></p> <p>(iii) Three (3) years of experience as Health Inspector in a large organization / Public Sector Undertaking / Hospital/Local Body.</p> <p><b>Age: Not exceeding 30 years.</b></p>
#Hindi Typist	1(UR)	<p><b>Essential:</b></p> <p>(i) Graduation in any discipline with Hindi as one of the subjects from a recognized University.</p> <p style="text-align: center;"><b>Plus</b></p> <p>(ii) Certificate in Hindi Typewriting with a speed of 30 w.p.m. from any Government recognized Institute / Technical Board.</p> <p><b>Desirable:</b></p> <p>(i) Adequate knowledge in computer operations.</p> <p>(ii) Knowledge of English typing with a speed of 30 w.p.m.</p> <p><b>Note:</b> Selection shall be based on written exam &amp; skill test on computer.</p> <p><b>Age: Not exceeding 30 years.</b></p>

**# Note :** Those applicants who had applied for the position of **Hindi Typist** vide Employment Notification No. UH/Rectt./2019-06 dt. 22.11.2019 need not apply again. They can send their updated bio-data to Recruitment Section, if they so desire. Their candidature will be considered along with applicants of this Employment Notification.

  
(P. Sardar Singh)  
Registrar  
University of Hyderabad  
Hyderabad-500 046.

## 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 Position** - 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 Deputy Registrar and Assistant Registrar)**

**For Group B and C Positions** - Rs.500/- for candidates under 'General/OBC/TG' categories and Rs.150/- for candidates under 'SC/ST/PWD/Women' category. **(Group B and C Positions are Assistant Engineer (Civil/Electrical), Personal Assistant, Security Officer, Statistical Assistant, Sanitary Inspector and Hindi Typist)**

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 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 (call letter for written test/skill test/ interview etc) 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 University website on the following link: <https://www.uohyd.ac.in/careers-uoh/>
5. Incomplete 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](mailto: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. Relaxations in Age and Essential Qualifications will be given to the SC/ST/OBC/Women/Widows/PWD categories as per govt. of India Rules. Relaxation also will be given to the internal candidates by the Competent Authority.
13. The upper age limit is relaxable to the candidates belonging to the Scheduled Caste/ Scheduled Tribe – 5 years; Other Backward Class – 3 years; and Physically Handicapped (PH) – 10 years (General Category).
14. **Caste Certificate:** The candidates should clearly state to which category they belong. They should also enclose a certificate issued by M.R.O. / competent authority as proof to this effect, without which the applications will not be considered.
15. If the SC/ST/ OBC and Disability certificates are in a language other than English/ Hindi, the candidates are required to submit a self-certified translated copy of the same in English or Hindi.
16. 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 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.
17. Applicants willing to apply for more than one post must submit separate application form for each of the posts.
18. 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.

**For Deputation Positions:**

19. 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.
20. The deputationists are not eligible for permanent absorption or promotion in University.
21. 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 31.03.2019. (if available upto 31/03/2020)
  - (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.
22. The eligible candidates may apply in the prescribed format (enclosed) duly following the instructions. The applications should reach by **5 p.m. on 30.06.2020** to the following address: ***(Hard copies of filled-in applications will not be accepted in person)***

**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.**

  
**(P. Sardar Singh)**  
**REGISTRAR**

**(P. Sardar Singh)**  
Registrar  
University of Hyderabad  
Hyderabad-500 046.

**Place: Hyderabad**  
**Date: 18.05.2020**

## Application Form for Group A,B and C Non-Teaching positions on Direct/Deputation basis

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/2020-01  
Dated: 18.05.2020

**Registration Number**  
(For Office use only)

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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. of proof enclosed
(3)	Candidate's full name (including Surname / Family name) ( in Capital Letters)						
(4)	Date of birth	Day	Month	Year	Age as on 30-06-2020: dd/mm/yy		
(5)	Father's name						
(6)	Nationality						
(7)	Gender (Male / Female)						
(8)	Community (SC/ ST/OBC/PWD/EWS/General)						
(9)	If the Applicant is physically disabled person, the relevant particulars may please be mentioned :	If applicable, write 'yes'	Percentage of disability				Sl.No. of proof enclosed
(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 <sup>th</sup> 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 <u>30.06.2020</u> (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
<b>Email:</b>	<b>Email:</b>
<b>Phone with STD Code:</b>	<b>Phone with STD code:</b>
<b>Mobile Ph:</b>	<b>Mobile Ph:</b>

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

(14) Declaration	
<p>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.</p>	
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 permanent or temporary 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 temporary / permanent / 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 : \_\_\_\_\_