



University of Hyderabad
Office of the Internal Quality Assurance Cell (IQAC)
Hyderabad 500 046, Telangana, India

UoH/IQAC/2020

Date: 22/06/2020

REQUIREMENT OF PROJECT STAFF

The Internal Quality Assurance Cell (IQAC) invites applications in the attached format from qualified and experienced candidates (Indian Nationals only) for rendering services as **Project Staff**, for a period of 179 days.

Name of the Post: Project Staff – (1 Post)

Consolidated Pay: Rupees Twenty thousand only (Rs. 20,000/-) per month

Essential Qualifications & Experience	Brief Job Description
a) Any Graduation from a recognized University. b) Knowledge of typing on computers with a speed of 40 words per minute. c) Good written and verbal communication skills. d) Two (2) years of work experience in any field. e) Age: Not exceeding 40 years as on last date.	Maintenance of Accounts, adjustment of bills (TA/DA etc.), drafting of emails and office notes/orders and to perform all such tasks assigned by the authorities.

Interested candidate who possess the above essential qualifications and experience is requested to fill the enclosed application form and *send the scanned copy only of the same along with self-attested scanned copies of the educational & experience certificates and a copy of their detailed Curriculum Vitae (CV) by email only*, to the Director, IQAC on the Email Id.: iqac@uohyd.ac.in with subject as “Application for the post for Project Staff”. The last date for forwarding the scanned copy of application along with enclosures: **on or before 08/07/2020.**

Based on the information provided on the application and enclosures, the eligible candidates will be invited to attend Skill Test/Interactive Session, at a later date which will be intimated via e-mail to the eligible candidates. **The original application needs to be submitted at the time of Skill Test/Interactive Session.**

NOTE:

1. The applicants should note that the appointment to be made is purely temporary and they have no right for claiming for any regular appointment in the University and without any liability on the part of the University.
2. No TA/DA would be paid for attending the skill test/interactive session.
3. Self-attested copies of all certificates in support of the information furnished in the application should be enclosed.

SD/-
Director, IQAC
(Coordinator of the Scheme)

To

1. Web Master, UoH – with a request to place on the University website
2. Reputed institutions in related area – for display on notice boards

UNIVERSITY OF HYDERABAD

P.O. Central University Campus, Gachibowli, Hyderabad – 500 046

Personal Details:		
1	Full Name (as in SSC certificate)	
2	Gender (Male / Female)	
3	Date of Birth & Age (<i>as on last date of the Notification</i>)	
4	Father's Name	
5	Nationality	
6	Community (General / SC / ST / OBC / PwD / EWS)	
7	Married / Unmarried	

Paste
Recent
Passport size
Photograph
with self-
attestation

Candidate's Name & Address for correspondence :	
Address with PIN Code, Email & Mobile No.	

Experience (Including present position / employment) (in chronological order)					
Designation & pay	Name & Address of the Employer	Period of Experience			Nature of work
		From date	To date	No. of years/ Months/days	

Educational Qualifications (in chronological order)					
Name of the Examination	Name of the Board / University	Month & Year passed	Division / Class	% of Marks / CGPA	Subjects studied

Declaration: 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.

Date: _____

Signature of the applicant