



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Advt. No. UH/Rectt./Consultants/2020/331

Office of the Registrar  
Recruitment, EC & Legal Cell  
Date: 19<sup>th</sup> November, 2020

**REQUIREMENT OF CONSULTANT**

Applications in the prescribed proforma (enclosed) are invited from qualified and experienced candidates for rendering services as **Consultant** on payment of consolidated fee as per particulars furnished below:

S. No.	Name of the Position	No. of persons required	Essential qualifications and experience	Brief Job description
1.	<b>Consultant in Finance &amp; Accounts</b>	01	Graduation in any discipline and qualified in SAS/SO Grade.  Retired officers of Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil)	Maintenance of Books of Accounts on accrual basis, Cash / Bank Book subsidiary Accounts Registers, Bank reconciliation statements, tax returns, MIS related statements, receipts & payments, income & expenditure statements, balance sheets and other related works. Candidate shall be well versed with General Financial Rules 2017 and University of Hyderabad purchase policy besides handling and submission of required statutory documents for release of grants by the Funding Agency.
2.	<b>Consultant in the Internal Audit Office</b>	02	Graduation in any discipline and qualified in SAS/SO Grade.  Retired officers of Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil)	Audit of accounts of schools / departments, pre-check of purchase proposals, scrutiny of works, estimates, agreements, final bills, MOUs, MOAs, pay fixations, pension & other terminal benefits etc.

3.	<b>Consultants in Estate Section</b>	02	<p>Graduation from recognized University.</p> <p>Atleast ten years experience of working in a Government / Semi Government / PSU / Autonomous Bodies, preferably in the area of Estate / Audit / Finance &amp; Accounts / General Administration and capable of quality noting and drafting as well as independently put up Notes duly examining the matter in detail and properly referring to the extant rules / regulations and procedures and also analyzing the short / long term repercussions in the area of work of Estate Section such as Estate Management, Land related matters, Auction of scrap, e-auction, Shops and Canteens on the campus, Cell Towers, Management of Residential Quarters etc.</p>	Works related to Estate Section of University of Hyderabad.
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1. The prospective candidates should not be over the age of 65 years. Retired officials from Government and PSE/Autonomous Bodies are also eligible to apply, provided they have not attained the age of 65 years.

2. The Consultancy fee is fixed at **Rs. 35,000/- p.m.** The period of engagement shall be six months initially, extendable for further period as per requirements of the department concerned.

3. Filled in applications in the prescribed format attached herewith, along with self-attested copies of documents in support of educational and professional qualifications, experience etc. must be sent to **the Deputy Registrar (Rectt), Recruitment Cell, Administration Building, Room No: 221, University of Hyderabad, Hyderabad - 500 046 by 31.12.2020.** The applications may also be sent by email to [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)

*K*  
19/11/2020

**Deputy Registrar (Rectt.)**

**Place: Hyderabad**  
**Date: 19.11.2020**



**UNIVERSITY OF HYDERABAD  
APPLICATION FOR THE POST OF CONSULTANT**

1. Name of the Candidate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_; Age: \_\_\_\_\_; Gender: \_\_\_\_\_

Category: SC/ST/OBC/PWD: YES /NO

(if yes please mention category and enclose relevant caste certificate)

Educational Qualifications (Matriculation onwards) (including technical)

**Affix a recent  
and signed  
Passport size  
photograph**

Year	Qualifications	Subjects	Board/Institute/University	% marks / Grade

5. Details of employment in the chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

Name & Address of the applicant for correspondence:

Permanent Address	Mailing Address

Details of previous Consultancy assignments, if any:

Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

Details of enclosures (photocopy only) SUPPORTING THE QUALIFICATIONS AND WORKING EXPERIENCE, Last Pay Certificate/Pension Payment order.

- i)
- ii)
- iii)
- iv)
- v)

Signature of applicant.....  
Address (with mobile, e-mail ID) .....

Place:  
Date: