IoE-Directorate
प्रतिष्ठित संस्थान-निदेशालय
University of Hyderabad
हैदराबाद विश्वविद्यालय
Gachibowli, Hyderabad – 500046
गचीबोवली, हैदराबाद - ५०००४६

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

Date: 18-03-2021

Web Advertisement No. 2/2021

Applications are invited in the prescribed format (along with copies of educational qualifications and experience) from eligible candidates for the following positions in the IoE Directorate 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 position and emoluments are mentioned below: -

1.	**Name of the Position**	**:**	**Programme Managers – 3 No's**
	Minimum Qualification	:	Post graduation / MBA from any recognized University or reputed institution with experience of finance management, familiarity with various packages of data entry, organization, maintenance, sharing of files/documents, and internet technology, good oral and written communication in English is mandatory.
	Duties and Responsibilities:		IoE Administrative work related to : Student Matters, Secretariat Requirements, Follow-ups on Committees, Reviews and Overall Management of the IoE Directorate, Faculty and Projects, General Administration, Infrastructure Development, Data Compilation and Website Management. Any other duties as assigned by the Directorate.
	Emolument	:	Rs.35,000/- per month (consolidated)
2.	**Name of the Position**	**:**	**Office Attendant – 1 No.**
	Minimum Qualification	:	Passed secondary examination, with minimum 2 years of experience of working as office attendant. Should read and write English.
	Duties and Responsibilities	:	Opening office and keeping it clean Keeping files in orderly and organized way Delivering/receiving official communication 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 Any other duties as assigned by the Directorate.
	Emolument	:	Rs.15,000/- per month (consolidated)

Other Details:

- Duration: All appointments are made for <u>one</u> year and can be extendible after a performance review.
- 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

Eligible candidates may apply in the prescribed format (enclosed) to ***The Director, Institution of Eminence, IoE Directorate, Dr. Zakir Hussain UPE Lecture Hall Complex, University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad -500046***. The applications should reach the above address on or before **09th April 2021 (Friday)**. Applications received after the last date of submission will not be considered.

The short-listed candidates would have to appear for an interview at the IoE Directorate, 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