



**University of Hyderabad**  
**College for Integrated Studies**

No. UH/CIS/2021/

Date: 19.04.2021

**ADVERTISEMENT FOR THE POSITION OF DATA JUNIOR OFFICE ASSISTANTS ON CONTRACTUAL BASIS**

Applications are invited in the prescribed format for the position of **Junior Office Assistants** on contractual basis in the University of Hyderabad.

The details of the position viz. Qualifications and experience are as follows:

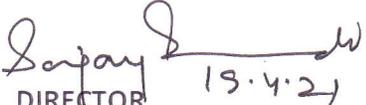
Name of the Position	Junior Office Assistants(02 ) on contractual basis
Essential Qualifications	(i) Graduation in any discipline from a recognized university with proficiency in handling computers Plus (ii) Typing speed of 25 w.p.m. in English.
Experience (Desirable)	Two (02) years relevant experience in Institution of repute.
Age	Maximum age limit as on last date of submission of applications 30 years
Salary	Rs. 20,000/- per month (consolidated)
Tenure	Tenure of the appointment is purely temporary in nature. It is for a period of one year with possibility of further extension. Services can be terminated due to non-performance and work satisfaction of the candidate before the completion of tenure also.

Candidates meeting the requirement may apply, in the enclosed prescribed format, to **The Director, College for the Integrated Studies, South Campus, University of Hyderabad, P.O. Central University, Prof. C.R. Rao Road, Gachibowli, Hyderabad – 500 046.** The application should have all the relevant documents attached to it. Incomplete application will be rejected. University will not be responsible for any Postal delay etc. The applications should reach the above address on or before **30<sup>th</sup> April, 2021.**

**Note:**

1. Applicants should note that the appointments to be made on purely contractual basis for a period of one year and there is no right to claiming for any regular appointments.
2. No TA/DA will be paid for attending the skill test
3. Date and time of skill test would be informed to shortlisted candidates individually.

Place: Hyderabad  
Date: 19/04/2021

  
DIRECTOR  
CIS  
19.4.21