



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Web Advertisement No. 1/2021

Date : 21.06.2021

Applications are invited in the prescribed format, along with copies of educational qualifications and experience, from eligible candidates for the following positions in the Information Cell, University of Hyderabad under the "Institution of Eminence" project granted to the University of Hyderabad by the Government of India and MHRD Notification No. UH-IOE/Manpower/21/45 dated 16.03.2021.

The details of each position and emoluments are mentioned below –

- 1. Name of the Position:** Information Cell Administrator - 1 No (UR)
- Responsibilities :** He/She shall be responsible for developing, managing and maintaining databases and content management systems, information catalogues and web resources, and ensure that the information they manage is safe, secure and easily accessible. He/She shall also manage the acquisition, supply and distribution of information within the University and make that information accessible to its departments.
- Minimum Qualification:** Post-Graduation in Sciences/Management from any recognized university or reputed institution with managerial skills and eight (8) years of experience in the relevant area. Preference will be given to candidates having working experience in reputed educational institutions.
- Emolument :** Rs.50,000/- per month (consolidated)
- 2. Name of the Position:** Assistant Data Manager - 2 No's (1-OBC) & (1-UR)
- Responsibilities :** He/ She shall be responsible for developing, managing and maintaining databases, sourcing relevant information in hard or electronic format, classifying and storing information for ease of access and retrieval, answering information-related queries from within the organisation and from the external organisations where appropriate
- Minimum Qualification:** Any Master's Degree or Bachelor of Engineering/ Technology from a recognised university. Good computer skills and familiarity with various packages of data entry, sharing of files/documents, and internet technology, good oral and written communication in English is mandatory.
- Emolument :** Rs.30,000/- per month (consolidated)

Other Details

1. Duration: All appointments are made for one year and can be extendible after a performance review.
2. 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.

3. Applications through emails and/or walk-ins are NOT ALLOWED.
4. Eligible candidates may apply in the prescribed format (enclosed) to *The Deputy Registrar, Reservation and Coordination Cell, University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad -500046.*
5. The applications (in hard copy) should have the advertisement number clearly marked on the envelope and should reach the above address on or before 31st July, **2021**. Applications received after the last date of submission and incomplete applications will not be considered.
6. Reservation would be applicable as per University policy.
7. Supporting Documents in support of age, qualifications and experience are to be enclosed.
8. No TA/DA would be paid for attending the interview
9. Supporting documents required:
 1. Date of Birth proof
 2. Caste/category certificate
 3. (a) Degree certificate /provisionaldegree)
(b) Marks sheet
 4. Experience Certificate.
10. APPLICATION FORM - Attached - Please see next page



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APPLICATION FOR THE POSITION OF _____

AGAINST WEB ADVERTISEMENT No. _____ DATED: _____

1. Name of the Candidate :
2. Father's Name :
3. Date of Birth :
4. Category :
(UR/SC/ST/OBC/PWD & Women)
5. Address for correspondence :
with Telephone No. & E-mail ID
6. Academic Qualifications :

Affix
recent
passport size
colour
photograph

S.No.	Qualification	College/ University	Subjects	Class & Percentage	Year of passing
1					
2					
3					
4					

7. Technical Qualifications (if any) :

8. Details of Employment (Work Experience) in the Chronological order, (attach separate sheet if space is not sufficient) :

S.No.	Department/ Institute/ Office	Post held	Temporary/ Permanent/	Period of employment		Scale of Pay (in Rs.)
				From	To	
1						
2						
3						

9. Summary of Experience (attach separate sheet if space is not sufficient):
10. Additional information, if any, which you would like to mention in support of your suitability to the position. (Please attach separate sheet).
11. Details of Enclosures :

S.No.	Description	Page No.
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I hereby declare that the information furnished is correct and complete to the best of my knowledge & belief.

Place :

Date :

Signature of the Applicant