



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

Advt. No. UH/Rectt./Consultants/2021/403

Office of the Registrar
Recruitment, EC & Legal Cell
Date: 19th August, 2021

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.	Consultant in Finance & Accounts	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) or Commercial	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.	Consultant in the Internal Audit Office	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) or Commercial	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.

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 30.09.2021.** The applications may also be sent by email to hr@uohyd.ac.in

Deputy Registrar (Rectt.)

Place: Hyderabad
Date: 19.08.2021



UNIVERSITY OF HYDERABAD
APPLICATION FOR THE POST OF CONSULTANT
(Advertisement No. UH/Rectt./Consultants/2021/ date 19.08.2021)

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: