



**UNIVERSITY OF HYDERABAD**

**Extension of date to Notification No: UH/ Rectt/ NT/ 2021-03  
dated 12.08.2021 for Non-Teaching Group A and B positions on  
Deputation/ Short-Term Contract basis**

**Last date for submission of filled-in applications is  
extended upto 15.11.2021**

**Date: 18.10.2021**

  
**REGISTRAR**



हैदराबाद विश्वविद्यालय

**UNIVERSITY OF HYDERABAD**

P.O. Central University, Gachibowli, Hyderabad-500046, Telangana State  
(A Central University established in 1974 by an Act of Parliament)

**Employment Notification No. UH/Rectt./NT/2021-03 dated 12.08.2021**


**About University of Hyderabad**

The University of Hyderabad (UoH) has been ranked fourth best among Universities in the country by the National Institutional Ranking Framework of MHRD for the year 2019. It was declared the Best Central University for the year 2015 and given the Visitor's Award by then Hon'ble President of India, Shri Pranab Mukherjee. UoH is in the top league of institutions with QS Global Rankings 600-650 (2019-20). It is among the top 100 fastest growing Universities under the age of 50. The ranking surveys by India Today, The Week, Careers360 (Outlook group), QS World Rankings, US News and Reports, URAP (University Ranking by Academic Performance)-(Middle East), U-Multirank (Germany), Nature Index, to name a few have helped UoH to maintain a consistently high ranking in India in its research, publications, patents, student achievements, placements and outreach. It is among the two Central Universities to be granted Graded Autonomy in the Country (2018).

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites applications from Indian Nationals in the prescribed format for the following Non-Teaching positions on **Deputation/Short-Term Contract** basis:

**Important Dates:**

S. No.	Details	Date
01.	Release of Employment Notification No. UH/Rectt./NT/2021-03 dated 12.08.2021	<b>12.08.2021</b>
02.	Last Date for submission of hardcopy of application by post/courier: <b>Note : (Hard copies of filled-in applications will not be accepted in person)</b>	<b>30.09.2021</b>

  
**(P. Sardar Singh)**  
Registrar  
University of Hyderabad  
Hyderabad-500 046.

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

S. No.	Name of the Post	Classifi - cation	Pay Matrix (as per VII CPC/ UGC norms)	Age Limit	No. of vacancies
(1)	(2)	(3)	(4)	(5)	(6)
<b>I. RECRUITMENT ON DEPUTATION /SHORT-TERM CONTRACT BASIS FOR GROUP 'A' AND GROUP 'B' POSITIONS</b>					
1.	Finance Officer	Group A	Level-14 (Rs.1,44,200 - 2,18,200)	58	1(UR)\$
2.	Security Officer (Preferably for Female)	Group B	Level-7 (Rs. 44,900 – 1,42,400)	56	1(UR)*
<b>II. RECRUITMENT ON DEPUTATION BASIS FOR GROUP 'A' AND GROUP 'B' POSITIONS</b>					
3.	University Engineer	Group A	Level-13(Rs.1,23,100 – 2,15,900)	56	1(UR)*
4.	Internal Audit Officer	Group A	Level-12 (Rs. 78,800 – 2,09,200)	56	1(UR)*
5.	Deputy Registrar	Group A	Level-12 (Rs. 78,800 – 2,09,200)	56	1(UR)*
6.	Chief Security Officer	Group A	Level-11(Rs. 67,700 – 2,08,700)	56	1(UR)*
7.	Assistant Registrar	Group A	Level-10 (Rs. 56,100 – 1,77,500)	56	1(UR)*
8.	Section Officer (Human Resource Development Centre)	Group B	Level-7 (Rs. 44,900 – 1,42,400)	56	1(UR)*
9.	Senior Assistant	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	56	4(UR)#
10.	Personal Assistant	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	56	5(UR)*

**Note:**

\$ Candidates who have applied for the post of **Finance Officer** against the Employment Notification No. UH/Rectt./NT/2021-01 dated 25.02.2021 need not apply again. They may send their updated Biodata giving reference to the previous application.

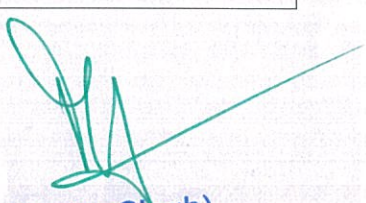
\* Candidates who have applied for the posts of **University Engineer, Internal Audit Officer, Deputy Registrar, Chief Security Officer, Assistant Registrar, Personal Assistant** and **Security Officer** against the Employment Notification No. UH/ Rectt./ NT/ 2021-02 dated 22.05.2021 need not apply again. They may send their updated Biodata giving reference to the previous application.

# Candidates who have applied for the post of **Senior Assistant** in response to the Addendum to University Employment Notification No. UH/Rectt./2019-06 dated 22.11.2019 need not apply again. They may send their updated Biodata giving reference to the previous application.

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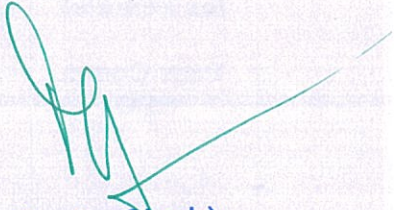
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Name of the Position	No of Posts	Qualifications and Experience
<b>I. RECRUITMENT ON DEPUTATION /SHORT-TERM CONTRACT BASIS FOR GROUP 'A' AND GROUP 'B' POSITIONS</b>		
<b>Finance Officer</b>  <b>Post Code: FO</b>	1(UR)	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale</p> <p>At least 15 years of experience as Assistant Professor in the Academic Level-11 of Rs. 68,900 – 1,10,500/- (pre-revised AGP of Rs.7000) and above or with 8 years' of service in the Academic Level-12 of Rs. 79,800 – 1,27,900/- (pre-revised AGP of Rs.8000) and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable :</b> Good working knowledge of rules and regulations of Central Government/ University/R&amp;D institution relating to accounts/audit, service conditions and related financial matters, proven leadership qualities, adaptability, flexibility, ability to work as a team manager and exposure to e-governance.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years extendable to further period of three years (or) till attaining the age of 62, whichever is earlier.</p> <p><b>Age: Not exceeding 58 years.</b></p>
<b>Security Officer (preferably for Female)</b>  <b>Post Code: SEO</b>	1(UR)	<p>Graduation in any discipline from a recognized University plus Five (5) years of experience in Police/Para Military Forces/Armed Forces of the Union and should have held post not below the rank of Assistant Security Officer or equivalent position in PB-2 with Grade Pay of Rs.4200/- (Level-6 in Pay Matrix of Rs. 35,400-1,12,400).</p> <p>Officers holding analogous post on regular basis or with Five (5) Years of regular service in Level-6 (Rs. 35,400-1,12,400) of Pay Matrix (Pre-revised PB-2 with GP of Rs. 4200) or equivalent from Central/State Government, Universities and other autonomous organizations</p> <p>Valid Light Motor Vehicle Driving License.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>


  
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## II. RECRUITMENT BY DEPUTATION FOR GROUP 'A' AND GROUP 'B' POSITIONS

<b>University Engineer</b>  <b>Post Code : UE</b>	1(UR)	<p>The applicant should be either a Superintending Engineer or a Senior Executive Engineer in the relevant pay scale in CPWD /State PWD/Irrigation Department/Electricity Board of Central/ State Government or in any organized Engineering Service/Engineering Department of a Central or State Government or University. The Superintending Engineer with minimum of 3 years' experience in the grade/post and the Senior Executive Engineer with 8 years' experience in the grade/post will only be considered.</p> <p><b>Desirable:</b> Post-Graduate in Civil / Electrical / Mechanical Engineering.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>
<b>Internal Audit Officer</b>  <b>Post Code: IAO</b>	1(UR)	<p>(a) All India Organized 'Audit and Accounts Service Officers holding analogous posts with 3 years' experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Officers qualified in SAS or its equivalent Accounts Service Examination of Central/State Government and holding analogous post and with 8 years of service in the next below cadre.</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) Officers with 8 years' service in the cadre of Assistant Registrars/Accounts Officers/with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms and subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>

  
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Name of the Position	No of Posts	Qualifications and Experience
<p align="center"><b>Deputy Registrar</b> (Lien Vacancy)</p> <p align="center"><b>Post Code:</b> <b>DR</b></p>	<p align="center">1(UR)</p>	<p>A Master's Degree from recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with- Nine Years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post. The candidate must have consistently "Good Academic Record" (Having 50% in Graduation)</p> <p><b>Desirable:</b> <b>For the functional area of Finance and Accounts:</b> Persons with excellent track record who have passed SAS (Civil/Commercial) or equivalent examination in Audit and Accounts conducted by other Central Government Organizations; Supervisory experience of at least 5 years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to e-governance. <b>Or</b> <b>For the functional area of Administration:</b> Excellent track record, knowledge and 5 years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings. Experience in General administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs, Institutes of national importance, and exposure to e-governance.</p> <p><b>Tenure of deputation:</b> Initially for a period of one year, extendable as per rules</p> <p><b>Age: Not exceeding 56 years.</b></p>
<p align="center"><b>Chief Security Officer</b></p> <p align="center"><b>Post Code:</b> <b>CSO</b></p>	<p align="center">1(UR)</p>	<p>A Bachelor's degree in any discipline from a recognized University.</p> <p>Officers of the Departments of the State/Central/UT or Officers of the Armed Forces, holding analogous posts or with five (5) years regular service in a post in Level-10 of Pay Matrix (Pre-revised PB-3 with GP of Rs. 5400) or equivalent.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p> <p>Staying in the University Campus is mandatory. Accommodation shall be provided as per rules.</p>

  
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Name of the Position	No of Posts	Qualifications and Experience
<p><b>Assistant Registrar</b></p> <p><b>Post Code: AR</b></p>	1(UR)	<p>A Master's Degree from a recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with -</p> <p>Officers holding analogous post in regular basis or with Five Years of regular service in the post of Section Officer in the 7<sup>th</sup> CPC Pay Matrix Level – 7 (Rs.44,900-1,42,400/-) from the Government Department or Universities/ Educational/ Research/ Teaching Institutions.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>
<p><b>Section Officer</b> (Human Resource Development Centre)</p> <p><b>Post Code: SO</b></p>	1(UR)	<p>A Graduate from recognized University along with: -</p> <p>Officers holding analogous post in regular basis or with Six (6) Years of regular service in PB-2; GP of Rs.4,200/- (Level-6 in Pay Matrix of Rs. 35,400-1,12,400) from the Government Department or Universities / Educational /Research /Teaching Institutions.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>
<p><b>Senior Assistant</b></p> <p><b>Post Code: SA</b></p>	4(UR)	<p>Graduation in any discipline from a recognized university; along with-</p> <p>Officers holding analogous posts on regular basis (or) with five Years of regular service in the 7<sup>th</sup> CPC Pay Matrix Level – 4 (Rs. 25,500 – 81,100) or equivalent from Central/State Government, Universities and other autonomous organizations.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>

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Name of the Position	No of Posts	Qualifications and Experience
<b>Personal Assistant</b>  <b>Post Code: PA</b>	5(UR)	<p>A Graduate from recognized University and certificate in shorthand (Lower Grade) and certificate in Typewriting (Lower Grade) from a recognized Technical Board plus</p> <p>Holding analogous post on regular basis or with Five (5) Years of regular service in Level-4 of Pay Matrix (Pre-revised PB-2 with GP of Rs. 2400) or equivalent from the Government Department or Universities/ Educational/ Research/Teaching Institutions.</p> <p>The incumbent should possess an aptitude for drafting/noting in English knowledge of shorthand and typewriting, adequate exposure in handling computer operation such as usage and operations of P.C. word processing, internet and e-mailing.</p> <p><b>Tenure of deputation:</b> Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p> <p><b>Age: Not exceeding 56 years.</b></p>

**IMPORTANT NOTE:-**

1. Appropriate regulations of DoPT./ UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
2. The term “**Good Academic Record**” means as having minimum of 50% of marks in Graduation. A relaxation of 5% of marks at the Graduate and Master’s level shall be provided for candidates belonging to the SC/ST/OBC/PwD categories for the purpose of determining their eligibility as well as for assessing Good Academic Record.

**General Information:**

Allowances admissible to the employees of the University in accordance with the rules of the Government of India/UGC which may change from time to time.

**REGISTRATION FEE AND SUBMISSION OF FILLED IN APPLICATIONS:**

**Registration fee :**

**For Group A Positions** - Rs. 1,000/- for candidates under ‘General/OBC/TG’ categories and Rs.350/- for candidates under ‘SC/ST/PWD/Women’ category. **(Group A Positions are Finance Officer, University Engineer, Internal Audit Officer, Deputy Registrar, Chief Security Officer and Assistant Registrar)**

**For Group B Positions** - Rs.500/- for candidates under ‘General/OBC/TG’ categories and Rs.150/- for candidates under ‘SC/ST/PWD/Women’ category. **(Group B Positions are Security Officer, Section Officer, Senior Assistant and Personal Assistant)**

A crossed Demand Draft drawn **in favour of the Finance Officer, University of Hyderabad, payable at Hyderabad** should be sent with the application towards registration fee (non-refundable). **Separate application along with a separate Demand Draft must be submitted if a candidate wants to apply for more than one post.** The Demand Draft must be placed/ tagged **at the top** of the application.

Please write the name of the post applied for and your name and full postal address on the backside of the DD without fail.

1. **Selection process:** The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. The prescribed qualifications and experience are minimum and the mere fact that a candidate possessing them will not entitle him/her for being called for interview. The University reserves the right to withdraw any advertised post at any time without giving any reasons.
2. **Pay & Allowances:** Besides pay in Pay Level, carries allowances at par with Central Government employees wherever applicable posted at Hyderabad as per VII CPC norms.
3. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.
4. All the correspondence will be made through Email. Therefore all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University. List of shortlisted candidates and rejected candidates shall also be placed on the University Website.
5. Documentary evidence relating to Educational qualifications viz., Degree/Provisional Certificate, marks memos and Service Certificate or any other documentary evidence showing the pay scales/pay levels in each position or Appointment Orders indicating their Pay Scale/Grade Pay/Pay Level and No Objection Certificate are to be attached to the application.
6. Incomplete applications including applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
7. The advertised positions are tentative, this may change at the time of final selection and University of Hyderabad reserves the right not to fill up the post, if it so desires.
8. Only Indian Nationals need to apply.
9. No interim correspondence will be entertained.
10. Canvassing in any form will be treated as disqualification for the post.
11. In case of any clarifications candidates can send email to [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)
12. It is for the candidates to ensure that he/she fulfils the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard.
13. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/or experience higher than the minimum prescribed.
14. The eligibility of candidates will be determined on the basis of qualifications/experience etc. acquired by them till the last date fixed for receipt of filled-in applications.

15. The tenure of deputation is extendable on satisfactory performance and the candidates would not be entitled for absorption in regular service or made permanent, merely on the strength of such continuation.
16. The University reserves right to repatriate the employee during the period of deputation to their parent organization in case of unsatisfactory performance.
17. The deputation will be governed by the terms and conditions contained in the DoPT O.M. No's. 6/8/2009-Estt.(Pay.II), dt.17.06.2010 and 2/6/2016-Estt.(Pay-II), dt. 17.02.2016 as amended from time to time.
18. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:
- No Objection Certificate on the Application itself.
  - Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2021.
  - Integrity Certificate.
  - Vigilance Clearance certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
  - A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
  - Self-attested copies of certificates in support of educational qualifications
  - Applications received directly or without copies of APAR/ACRs will NOT be entertained.
19. The eligible candidates may apply in the prescribed format (enclosed) duly following the instructions. The applications should reach by **30.09.2021** to the following address:  
***(Hard copies of filled-in applications will not be accepted in person)***

**Deputy Registrar, (Recruitment Cell), Room No. 221, First Floor, Administration Building, University of Hyderabad, Prof. C.R. Rao Road, Central University P.O., Gachibowli, Hyderabad – 500 046.**

  
**(P.SARDAR SINGH)**  
**REGISTRAR**

**Place: Hyderabad**  
**Date: 12.08.2021**

# Application Form for Group 'A' and Group 'B' Non-Teaching positions on Deputation/Short-Term Contract basis

State whether the application is Original / Advance Copy



## University of Hyderabad

Central University P.O., Gachibowli,  
Hyderabad – 500 046 (Telangana), India.

(A Central University established in 1974 by an Act of Parliament)

**Employment Notification No. UH/Rectt./NT/2021-03**  
**Dated: 12.08.2021**

**Registration Number**  
(For Office use only)

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Paste your  
recent passport size  
photograph here

### (1) Bank payment details :

DD Number	Date	Amount	Name of the Bank	DD issuing Branch's Name

### (2) Name of the post applied for

### Personal details :

Sl.No. of proof enclosed

(3)	Candidate's full name (including Surname / Family name) ( in Capital Letters)					
(4)	Date of birth	Day	Month	Year	Age as on 15.11.2021:	
					dd/mm/yy	
(5)	Father's name					
(6)	Nationality					
(7)	Gender (Male / Female/TG)					
(8)	Community (SC/ ST/OBC/PWD/EWS/General)					
(9) If the Applicant is physically disabled person, the relevant particulars may please be mentioned :		If applicable, write 'yes'	Percentage of disability	Sl.No. of proof enclosed		
(a) Blindness or low vision :						
(b) Hearing impairment						
(c) Locomotor disability or cerebral palsy (Includes all cases of Orthopedically handicapped)						

**(10). Educational Qualifications** (the applicants may attach separate sheet if required)

	Name of the Course passed / Main subject	Name of the Board / University	Month & Year passed	Class	% of Marks	CGPA (if grading is applicable)	Subjects studied	Sl.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
SSC / 10 <sup>th</sup> Class or Equivalent								
Intermediate / equivalent								
Bachelor's degree								
Master's degree								
If any..								

**11. Experience (Including present position/employment)**

Designation & scale of pay	University / Institution	Period of Experience			Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m.(Rs.)	Nature of work/ duties being performed	Sl.No. of proof enclosed
		From date	To date	No. of years / Months/days As on 15.11.2021 (Convert 12 months into 1 year, 30 days into 1 month)					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

<b>12) Names &amp; complete postal addresses of 2 referees :</b>	
<b>Referee-1</b>	<b>Referee-2</b>
<b>Email:</b>	<b>Email:</b>
<b>Phone with STD Code:</b>	<b>Phone with STD code:</b>
<b>Mobile Ph:</b>	<b>Mobile Ph:</b>

<b>13) Candidate's Name &amp; Address for correspondence :</b>		
	<b>Mailing address</b>	<b>Permanent address</b>
<b>Name</b>		
<b>Address with PIN CODE</b>		
<b>Email:</b>		
<b>Phone No. (with STD code)</b>		
<b>Mobile No.</b>		

<b>(14) Declaration</b>	
<p>I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.</p>	
<b>Date : _____</b>	<b>Signature of the applicant</b>

**(15) Endorsement by the Employer**

**(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in Regular/Deputation/Contract capacity)**

**Forwarded to the University of Hyderabad, India :**

The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_,  
who has submitted this application for the post of \_\_\_\_\_ in the University of Hyderabad,  
has been working in this organization namely \_\_\_\_\_ in the post of \_\_\_\_\_  
in a regular / deputation / contract capacity with effect from \_\_\_\_\_ in the Pay Level of  
Rs.\_\_\_\_\_. He / She is drawing a basic pay of Rs. \_\_\_\_\_. His / Her next increment is due on  
\_\_\_\_\_.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the University of Hyderabad.



**(Signature of the forwarding officer)**

**Name:** \_\_\_\_\_

**SEAL**

**Designation:** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Date :** \_\_\_\_\_