

Applications are invited from the eligible candidates (Indian nationals only) for the project positions (temporary) in the Finance & Accounts sponsored by **Institution of Eminence (IoE)**, University of Hyderabad (UoH), Hyderabad. The appointment will be for SIX months initially, and will be extended based on the performance until the end of the project.

S.No.	Name of the Position	Category	Consolidated Monthly Emoluments	Basic Qualifications and Desirable Experience
1.	Data Entry Operator	Unreserved (General)	Rs. 20,000/- p.m.	Graduate with knowledge in MS Office with a desirable working experience in Finance & Accounts (Excel/PPT) / Tally – Accounting Software / Handling of database and reporting, etc.
2.	Office Attendant	SC	Rs. 15,000/- p.m.	Class XII Pass with Telugu, English and Hindi reading & speaking skills.

Instructions to the applicants:

1. Interested candidates can send their detailed resume (in the attached proforma) along with self-attested copies of certificates, testimonials, **latest caste certificate**, Aadhar Card and PAN Card by affixing a passport size photograph by speed post / registered post to the following address:

**The Finance Officer,
University of Hyderabad
Gachibowli, Hyderabad – 500 046.**

2. Last date of receipt of completed applications is: **25-11-2021, 5.00 PM.**

3. Applicants should note that appointment to be made is **purely temporary** and hence the candidate has **no right to claim for any regular appointment in the University.**

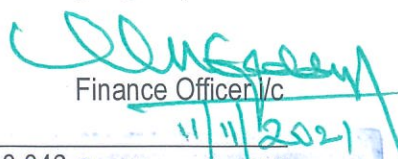
4. Extension of the services is subject to satisfactory performance and availability of budget in the Project.

5. Only short-listed applicants will be contacted through email / mobile and called for an interview tentatively in the 1st / 2nd week of December, 2021.

6. Selected candidates should join the position within 10 days of the date of appointment letter.

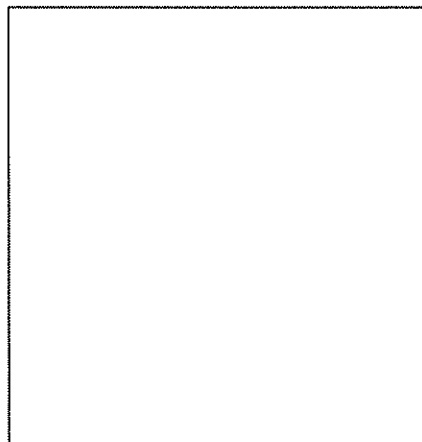
7. No TA/DA will be paid for attending the interview or at the time of joining the position, if selected.

8. The University reserves the right to cancel the recruitment without assigning any reason thereof.


Finance Officer/c

Resume – Proforma

Application for the Post of _____



1.	Name of the applicant in block letters	
2.	Father's Name	
3.	Contact Address (with Email, and Mobile No.)	
4.	Date of Birth / Age	
5.	Caste	
6.	Educational Qualifications (starting from SSC)	
7.	Experience, if any	
8.	Do you have any acquaintances at the University? If yes, details (name and relationship)	
9.	Any other relevant information	

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 state, my candidate may be cancelled without assigning any reason thereof.

(Signature of the Applicant)

Date:
Place: