



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Advt. No. UH/Rectt./Consultants/2021/716

Office of the Registrar  
Recruitment, EC & Legal Cell  
Date: 18<sup>th</sup> November, 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 <b>Finance &amp; Accounts</b>	06	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. Candidates having knowledge in processing Engineering/Work Bills will be given preference.  <b>Minimum Fee Rs. 25,000/-</b> <b>Maximum Fee Rs. 35,000/-</b>
2.	Consultant in the <b>Internal Audit Office</b>	03	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.  <b>Consultancy Fee Rs. 35,000/-</b>
3.	Consultant in the <b>Engineering</b>	01	Retired officers of Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil).	Audit of accounts and scrutiny of works, estimates, agreements, bills, MOUs, MOAs and processing of replies to AG Audit and CAG reports etc.  <b>Consultancy Fee Rs. 32,000/-</b>
4.	Consultant in the <b>Central Procurement Unit (CPU)</b>	01	Retired officers of Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil). (OR) Retired Officers of Govt. of India Organization, who are having 5 years experience in the Grade Pay of Rs. 5400/- (or 8 years in the GP of Rs. 4600/-) and retired as AO/Stores & Purchase Officer.	Stores and Inventory related works.  <b>Consultancy Fee Rs. 32,000/-</b>

S. No.	Name of the Position	No. of persons required	Essential qualifications and experience	Brief Job description
5.	Consultant in the Administration	01	Graduation in any discipline from a recognized University.	Having experience in Administration, well versed in service matters.  <b>For Technical consultant:</b> Having experience in online application process by using web based computing facility and take care of all the IT needs for recruitment.  <b>Consultancy Fee Rs. 30,000/-</b>
6.	Consultant in the Schools/ Departments /Centers	08	Graduation in any discipline from a recognized University.	Having experience in financial administrative control of budget of all departments of the school, academic matters, School Board meetings. Preparation of Bills, Temporary advance, direct payments and adjustment bills etc.  <b>For Technical consultant:</b> Having experience in the installation, operation and maintenance of various major equipments including CHN analyzer, LCMS, NMR, DSC and IR Spectrometer etc.  <b>Minimum Fee Rs. 20,000/-</b> <b>Maximum Fee Rs. 52,000/-</b>

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 advertised Consultants 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.

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 15.12.2021.** The applications may also be sent by email to [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)

  
Deputy Registrar (Rectt.)

Place: Hyderabad  
Date: 18.11.2021



**UNIVERSITY OF HYDERABAD**  
**APPLICATION FOR THE POST OF CONSULTANT**  
 (Advertisement No. UH/Rectt./Consultants/2021/ date 18.11.2021)

1. Name of the Candidate: \_\_\_\_\_
2. Name of the Post : \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_; Age: \_\_\_\_\_; Gender: \_\_\_\_\_
4. Category: SC/ST/OBC/PWD: YES /NO  
(if yes please mention category and enclose relevant caste certificate)
5. Educational Qualifications (Matriculation onwards) (including technical)

**Affix a recent  
and signed  
Passport size  
photograph**

Year	Qualifications	Subjects	Board/Institute/University	% marks / Grade

6. 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

7. Name & Address of the applicant for correspondence:

Permanent Address	Mailing Address

8. Details of previous Consultancy assignments, if any:
9. 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:
10. 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: