



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD



(A Central University established in 1974 by an Act of Parliament)
P.O. Central University, Prof. C.R. Rao Road, Gachibowli,
Hyderabad - 500 046.

Employment Notification No. UoH/A&E/IOE/2

Applications are invited from Indian citizens for 4 positions of **Office Manager/Program Manager** (On Contract) in the Office of the Controller of Examinations under the "Institution of Eminence" project granted to the University of Hyderabad by the Government of India vide MHRD Notification No. F11/9/2019-U3(A) dated 17.02.2020.

S. No.	Name of the Post	Emoluments	No. of Posts
1.	Office Manager/ Program Manager (On Contract)	Rs. 30,000/- Consolidated	4 Nos. (OBC-1, SC-1, EWS-1, UR-1)

Please visit <https://uohyd.ac.in/non-teaching-project-staff/> for detailed notification and application form.

Candidates fulfilling the requirements mentioned in the Notification may walk in for a written test followed by an Interview on **11-01-2022 (Tuesday)** at University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad.

Place: Hyderabad
Date: 06.12.2021

Sd/-
Deputy Registrar
Academic & Exams



Walk-in Interview Notification

Applications are invited for the post of **Office Manager/Program Manager** (On Contract) in the Office of Controller of Examinations under the “Institution of Eminence” project granted to the University of Hyderabad by the Government of India and MHRD Notification No. F11/9/2019-U3(A) dated 17.02.2020.

Number of Positions : **4 Nos. (OBC-1, SC-1, EWS-1, UR-1)**

SC/OBC/EWS candidates should produce category certificate. OBC and EWS candidates should possess OBC/EWS certificates in the Govt. of India format issued on or after 1-04-2021

Qualification & Skills Required: Post Graduation from any recognized University or a reputed institution with experience of Office management, familiarity with various packages of data entry, organization, maintenance, sharing of files/documents, and internet technology, good oral and written communication in English is mandatory. Knowledge of coding and programming will be added advantage.

Duties and Responsibilities: To coordinate the management of the office functions in Academic and Examination sections, drafting of various notes, preparation of minutes of meetings, replying to office emails, data entry, data compilation, preparation of draft replies to various queries related to academic & exams, front office management, file management etc., review and management of office functions, general administration and any other duties assigned by concerned officers.

Emolument: Rs. 30000/- per month (consolidated)

Tenure of Appointment: All appointments are made for one year and extendible after a performance review.

Candidates possessing the above qualification and skills to deliver the responsibilities mentioned above may **walk in for a written test followed by an Interview on 11-01-2022 (Tuesday) at University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad -500046.**

Candidates desiring to appear for the Test and Interview are required to fill their details in the form at the link: <https://forms.gle/Db9Q4dyobaEsmwiP8> and attach an advance copy of their filled in application in the google form or sent to drae@uohyd.ac.in in a single pdf file with subject line “**Application for the post of Office Manager/Program Manager in the Office of the CoE)**”

University of Hyderabad reserves the right to reject or accept any or all the application received without assigning any reason.

No TA/DA would be paid for attending the interview

**Deputy Registrar
(Academic & Exams)**



हैदराबाद विश्वविद्यालय University of Hyderabad



Application for the post of Office Manager/Program Manager in the Office of Controller of Examinations (Under IoE)

Affix
recent
passport size
colour
photograph

Web Advertisement No. UoH/A&E/IOE/2

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

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

7. Technical Qualifications (if any) :

8. Technical Expertise including Software/Programming Languages known(if any):

9. Details of Employment (Work Experience) in the Chronological order starting from the current job (attach separate sheet if space is not sufficient):

Sl. No.	Department/ Institute/ Office	Post held	Temporary/ Permanent/	Period of employment		Scale of Pay (in Rs.)
				From	To	
1						
2						
3						
4						
5						
6						

10. Language Proficiency:

Rate yourself in a scale as below. 0 – No Proficiency. 1 – Elementary Proficiency. 2 – Limited Working Proficiency. 3 – Professional Working Proficiency. 4 – Full Professional Proficiency. 5 – Excellent	Language	Speaking	Writing/Drafting
	English		
	Hindi		
	Other		
	Other		

11. Summary of Work Experience (attach separate sheet if space is not sufficient):

12. Additional information, if any, which you would like to mention in support of your suitability to the position. (Please attach separate sheet).

13. If selected, how much time you will require to join? _____

14. References. (Provide details of 2 referees with postal address, email ID and phone no)

15. 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