



## UNIVERSITY OF HYDERABAD

Office of the Registrar,  
Establishment Section –II.

No: UH/E-II/C1/DPC/2023/958

Date: 25-05-2023

### **NOTIFICATION**

Sub: Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to various Non-Teaching (Group-A, B & C) posts - Reg.

Ref: (1) Vice- Chancellor's approval dated 18-05-2023.

(2) R&CC Office Note dated 25-05-2023.

1. In order to consider the suitability of employees in feeder grade for award of promotion and to fill the vacancies (incl. anticipated and consequential) under Merit-cum-Fitness (MCF) category, a Limited Departmental Competitive Examination/ Skill Test will be held for the following cadres:

**Table: I**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of vacancies under MCF</b>
1.	Assistant Registrar	1-UR
2.	Senior System Analyst (Erstwhile System Manager + System Analyst + System Administrator)	1-UR
3.	System Analyst (Erstwhile System Programmer)	1-UR
4.	Senior Scientific Officer	1-UR
5.	Scientific Officer	3-UR
6.	Section Officer	1-ST; 3-UR
7.	Senior Assistant	1-SC; 1-PwBD-HH; 3-UR
8.	Private Secretary	1-UR
9.	Personal Assistant	3-UR
10.	Senior Technical Assistant	1-PwBD-OH; 3-UR
11.	Computer Operator	3-UR
12.	Office Assistant	1-SC; 1-ST; 10-UR
13.	Junior Office Assistant	16-UR
14.	Technical Assistant	2-UR
15.	Laboratory Assistant	5-UR
16.	Library Assistant	3-UR
17.	Senior Technician	1-UR
18.	Junior Technician	2-SC; 1-ST; 12-UR;

19.	Cook (Level-II)	1-UR
20.	Cook (Level-I)	9-UR
21.	Security Assistant	1-UR

2. In order to award promotion under Seniority-cum-Fitness category, a Limited Departmental Competitive Examination /Skill Test will be held for the following cadres:

**Table: II**

Sl. No.	Name of the Post	No. of vacancies under SCF	Remarks
1.	Sr. System Analyst (Erstwhile System Manager + System Analyst + System Administrator)	4-UR	Written/Skill test shall be conducted
2.	System Analyst (Erstwhile System Programmer)	2-UR	
3.	Driver (Level-III)	2-UR	Proficiency in driving and practical test shall be conducted.
4.	Cook (Level-II)	5-UR	Skill Test in cooking shall be conducted.
5.	Security Assistant	2-UR	Physical Test
6.	Driver (Level-II)	1-SC; 4-UR	Proficiency in driving and practical test shall be conducted.

3. The eligibility criteria and syllabus for the Examination for respective cadres are made available at Annexure-I. The Date of Written Test & Skill Test and venue of the examination will be notified shortly.
4. The employees, who fulfil the eligibility criteria mentioned in Annexure – I prescribed for Merit-cum-Fitness category and under Seniority-cum-Fitness category may apply on plain paper through proper channel to the Deputy Registrar (E-II) on or before 4.00 pm. of 5<sup>th</sup> June, 2023. Only those candidates fulfilling the eligibility criteria shall be called for the Limited Departmental Competitive Examination (LDCE) and Skill/ Trade test wherever is required.
5. The eligible employees who are under zone of consideration for promotion under Seniority-cum-Fitness category in respect of cadres mentioned in Table-II shall also need to apply and submit an application.
- 6. The number of vacancies of the posts indicated above is tentative. The University reserves the right to fill any vacancies (incl. anticipated / consequential), to increase / decrease the number of vacancies and also to withdraw any of the vacancies from the notification, if the circumstances so warrant based on any omission or commissions noticed**

**after issue of this notification or the vacancies in the higher grade not filled, either in SCF or MCF, from the feeder grade; such vacancies, in spite of the candidates secured Merit in the Test(s), shall not be considered.**

7. (i) The minimum qualifying marks for the written examination and Skill test for considering promotion under Merit-cum-Fitness and Seniority-cum-Fitness to whichever cadre applicable shall be as follows:

General Category : 40%  
SC/ST/PWD : 35%

- (ii) The minimum qualifying marks in the proficiency in driving and practical test for the post of Driver (Level-II) & (Level-III) shall be 50% marks irrespective of categories.

8. A list of vacancies being considered under SCF and MCF is attached at Annexure-II for information.

  
25-5-23  
**REGISTRAR**

**Encl: Annexure-I & II.**

To

All Deans of Schools } with a request to bring to the notice

All Heads of Depts./Centres/ Sections } of all concerned.

All Notice Boards

Webmaster...with a request to upload the notification on the University website.

**Copy to:**

1. OSD to Vice-Chancellor.
2. PS to Registrar.
3. PS to Finance Officer.
4. PS to Controller of Examinations.



## UNIVERSITY OF HYDERABAD

**Table: I (MCF)**

Sl. No	Name of the post & Pay Level	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
1.	Assistant Registrar Pay Level:10 (Merit-cum-Fitness)	25% by promotion from among the Section Officers & Private Secretaries in Pay Level-7 with at least five (05) years of regular service.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances, Service Rules, Academic administration, Finance Rules & Regulations including Purchase Policy. Notings & Drafting and Essay / precise writing. Working knowledge of operation of various packages of MS-Office.
2.	Senior System Analyst [Erstwhile System Manager] Pay Level: 12 (Merit-cum-Fitness & Seniority-cum-Fitness)	<b>MCF:</b> 25% by promotion from amongst System Analyst (erstwhile Systems Programmer / Programmers) with eight (08) years of regular service.  <b>Written Test / Skill Test will be conducted for both SCF &amp; MCF category.</b>	The written/skill test will be on Web Scripting languages like HTML 5, Javascript, jQuery, Hosting of Website on IIS, WAMP/LAMP/XAMP, RDBMS Basics and SQL Queries, Computer Networking Basics, Configuration of Active Directory, DHCP, DNS, Linux Commands and Shell Scripting, SSL, Advance Excel and Basics of Computer/Network Security.
3.	System Analyst [Erstwhile System Programmer / Programmer] Pay Level: 10 (Merit-cum-Fitness & Seniority-cum-Fitness)	<b>MCF:</b> 25% by promotion from amongst Computer Operator with eight (08) years of regular service.  <b>Written Test / Skill Test will be conducted for both SCF &amp; MCF category.</b>	The written/skill test will be on Web Scripting languages like HTML 5, Javascript, Hosting of Website on IIS, WAMP/LAMP/XAMP, RDBMS Basics and SQL Queries, Computer Networking Basics and Advance Excel.
4.	Senior Scientific Officer Pay Level: 11 (Merit-cum-Fitness)	100% by promotion from among the Scientific Officers with regular service of eight (08) years in the Pay Level:10.	<b>Will be notified separately</b>
5.	Scientific Officer Pay Level: 10 (Merit-cum-Fitness)	25% by promotion from amongst Senior Technical Assistants with eight (08) years of regular service.	<b>Will be notified separately</b>
6.	Section Officer Pay Level-7 (Merit-cum-Fitness)	25% by promotion on the basis of Merit-cum-Fitness by the Limited Departmental Competitive Examination (LDCE) from the cadre of Senior Assistants who have put in four (4) years of regular service in the grade.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances, Service Rules, Academic administration, Finance Rules & Regulations including Purchase Policy. Notings & Drafting and Essay / precise writing. Working knowledge of operation of various packages of MS-Office.

7.	Senior Assistant Pay Level-6 (Merit-cum-Fitness)	25% on the basis of Limited Departmental Competitive Examination (LDCE) from amongst Office Assistants who possess a University degree from a recognized institution and have put in three (3) years of regular service in the grade.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances, Service Rules, Academic administration, Finance Rules & Regulations including Purchase Policy. Notings & Drafting and Essay / precise writing. Working knowledge of operation of various packages of MS-Office.
8.	Private Secretary Pay Level-7 (Merit-cum-Fitness)	25% by promotion on the basis of seniority from amongst Personal Assistants who have put in four (4) years regular service in the grade and have qualified in the qualifying test conducted for the purpose.	English Stenography test of 120 w.p.m. with a Typing speed of 45 w.p.m. Letter writing, essay writing, drafting and knowledge of operation of various packages in Computer System.
9.	Personal Assistant Pay Level-6 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Examination (LDCE) from amongst Stenographers, including Stenographers (Hindi), who have put in three (3) years regular service in the grade.	English Stenography test of 100 w.p.m. with a typing speed of 45 w.p.m. Letter writing, essay writing, drafting and knowledge of operation of various packages in Computer System.
10.	Senior Technical Assistant Pay Level: 6 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Competitive Examination (LDCE) from amongst Technical Assistants possessing a Bachelor's Degree from a recognized University with at least three (3) years of regular service in the grade (or) a three-year diploma from recognized institution with at least five (5) years regular service in the grade.	Contemporary knowledge of Science at Intermediate (+2) level. Relevant techniques and skills of conduct of experiments, usage of tools or salt or combination reagents as the case may be for conduct of experimental laboratory; safety measures to be followed in labs.
11.	Computer Operator Pay Level: 6 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Competitive Exam (LDCE) from amongst Data Entry Operators / Junior Computer Operators who are Postgraduates in Computer Applications / Computer Science / Information Technology from a recognized University and have put in four (04) years of regular service in the grade and have qualified in the skill test conducted for the purpose.	The Written/Skill Test will be on Web Scripting languages like HTML 5, Javascript, MS Office, Computer Networking Basics and Database
12.	Office Assistant Pay Level:4 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Competitive Exam (LDCE) and typing skills test on Computer from amongst Junior Office Assistants in the Grade Pay of Rs.1900/- and who have put in three (03) years of regular service.	The written test will be Essay writing of 300 words on any one of the given topics, precis-writing, Notings & Drafting and English Grammar. Skill test on Computers with Typing speed of 40 words per minute in English. Working knowledge in operation of various packages in MS-Office.

13.	Junior Office Assistant Pay Level:2 (Merit-cum-Fitness)	20% by promotion on the basis of Limited Departmental Examination (LDCE) from amongst Multi-Tasking Staff (including erstwhile Group-D Non-Technical) who possess matriculation or equivalent qualification from a recognized Board and who have put in three (3) years of regular service in the grade.	Written Test on General English, General Knowledge, and General Arithmetic at SSC level. Skill test on Computers with Typing speed of 40 words per minute in English.
14.	Technical Assistant Pay Level:5 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Competitive Examination from amongst Laboratory Assistants possessing a Bachelor's Degree in Science from a recognized University with at least three (3) years regular service <b>(OR)</b> a three-years diploma from a recognized institution with at least four (4) years regular service.	Contemporary knowledge of Science at Intermediate (+2) level. Relevant techniques and skills of conduct of experiments, usage of tools or slat or combination reagents as the case may be for conduct of experimental laboratory; safety measures to be followed in labs.
15.	Laboratory Assistant Pay Level: 4 (Merit-cum-Fitness)	20% by promotion on the basis of Limited Departmental Competitive Examination from amongst Multi-Tasking Staff (Technical cadres) possessing Intermediate (10+2) qualification with at least eight (08) years of regular service in the grade.	Contemporary knowledge of Science at Intermediate (+2) level. Relevant techniques and skills of conduct of experiments, usage of tools or slat or combination reagents as the case may be for conduct of experimental laboratory; safety measures to be followed in labs.
16.	Library Assistant Pay Level: 4 (Merit-cum-Fitness)	20% by promotion on the basis of Limited Departmental Competitive Examination (LDCE) from amongst Library Attendants who possess a Bachelor's degree in any discipline and also a certificate in Library Science from a recognized University or Institute and have put in at least eight (8) years of regular service in the grade.	The written test will be of objective / fill in the blanks, short type questions. Syllabus as detailed in Annexure-III.
17.	Senior Technician Pay Level: 4 (Merit-cum-Fitness)	25% by promotion on the basis of Limited Departmental Competitive Exam (LDCE) from amongst Junior Technicians with ITI in the relevant field from a recognized institute and who have put in five (5) years of service in the grade.	Skill Test shall be conducted.
18.	Junior Technician Pay Level: 3 (Merit-cum-Fitness)	50% by promotion through a trade test from amongst Helpers who possess SSC qualification and have put in five (5) years of regular service in the grade <b>(OR)</b> Helpers without SSC qualifications who have put in at least eight (8) years of regular service in the grade.  <b>Note:</b> 100% by direct recruitment once all the existing Helpers (Engineering) get promoted as Junior Technicians.	Skill Test shall be conducted.

19.	Cook (Level-II) Pay Level: 4 (Merit-cum-Fitness)	<b>MCF:</b> 25% by promotion through Professional / Practical Test limited to Cooks (Level-I) who have completed not less than five (05) years of regular service in the grade.	Trade / Skill test in Cooking shall be conducted for both SCF & MCF category.
20.	Cook (Level-I) Pay Level: 3 (Merit-cum-Fitness)	50% by promotion on the basis of Proficiency Test on the basis of Merit-cum-Fitness (MCF) from amongst Helpers (Cook) and Server-cum-Cleaner who possess SSC qualification and have put in five (05) years of regular service in the grade.	Trade / Skill test in Cooking shall be conducted.
21.	Security Assistant Pay Level: 4 (Merit-cum-Fitness]	<b>MCF:</b> 25% by promotion on the basis of Physical Fitness Test and Limited Departmental Competitive Examination (LDCE) from amongst Junior Security Assistants who have put in three (3) years of regular service in the grade and hold a valid Light Motor Vehicle Driving License.	<b>Physical Fitness Test:</b> 500 meters running and Shot Put.  <b>Written Test:</b> Security controls, Bio-metric access Controls, Basic knowledge of Vigilance and its functions, Use of fire extinguishers, important sections of Indian Penal Code, Types of Crimes, Documentation of Security, Crowd Management, Emergency Management, Liaisoning with Police and Fire, Intelligence gathering, Surveillance, suicide cases, gheraoing the executives.

**Table: II (for SCF)**

Sl. No	Name of the post & Pay Level	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
1.	Senior System Analyst [Erstwhile System Manager] Pay Level: 12 (Seniority-cum-Fitness)	<b>SCF:</b> 50% by promotion from amongst System Analyst (erstwhile System Programmer / Programmer) with ten (10) year of regular service.  <b>Written Test / Skill Test will be conducted for both SCF &amp; MCF category.</b>	The written/skill test will be on Web Scripting languages like HTML 5, Javascript, jQuery, Hosting of Website on IIS, WAMP/LAMP/XAMP, RDBMS Basics and SQL Queries, Computer Networking Basics, Configuration of Active Directory, DHCP, DNS, Linux Commands and Shell Scripting, SSL, Advance Excel and Basics of Computer/Network Security.
2.	System Analyst [Erstwhile System Programmer / Programmer] Pay Level: 10 (Seniority-cum-Fitness)	<b>SCF:</b> 25% by promotion from amongst Computer Operators with ten (10) years of regular service.  <b>Written Test / Skill Test will be conducted for both SCF &amp; MCF category.</b>	The written/skill test will be on Web Scripting languages like HTML 5, Javascript, Hosting of Website on IIS, WAMP/LAMP/XAMP, RDBMS Basics and SQL Queries, Computer Networking Basics and Advance Excel.

3.	Driver (Level-III) Pay Level: 6 (Seniority-cum-Fitness)	100% by promotion on the basis of Seniority-cum-Fitness (SCF) from amongst Driver (Level-II) with a heavy vehicle driving license and have put in at least six (06) years of regular service in the Grade and also have qualified themselves in the Trade Test conducted for the purpose.	(i) Knowledge of traffic rules, identification of symbols of traffic. (ii) Proficiency in driving. (iii) Practical test.
4.	Cook (Level-II) Pay Level: 4 (Seniority-cum-Fitness)	<b>SCF:</b> 75% by promotion through Professional / Practical Test on the basis of Seniority-cum-Fitness (SCF) limited to Cooks (Level-I) who have completed not less than seven (07) years of regular service in the grade.	Trade / Skill test in Cooking shall be conducted for both SCF & MCF category.
5.	Security Assistant Pay Level: 4 (Seniority-cum-Fitness)	<b>SCF:</b> 75% by promotion on the basis of Physical Fitness Test under Seniority-cum-Fitness (SCF) from amongst Junior Security Assistants who have put in five (5) years of regular service in the grade and hold a valid Light Motor Vehicle Driving License.	<b>Physical Fitness Test:</b> 500 meters running and Shot Put. <b>Written Test:</b> Security controls, Bio-metric access Controls, Basic knowledge of Vigilance and its functions, Use of fire extinguishers, important sections of Indian Penal Code, Types of Crimes, Documentation of Security, Crowd Management, Emergency Management, Liaisoning with Police and Fire, Intelligence gathering, Surveillance, suicide cases, gheraoing the executives.
6.	Driver (Level-II) Pay Level: 4 (Seniority-cum-Fitness)	100% by promotion on the basis of Seniority-cum-Fitness (SCF) from amongst Drivers (Level-I) with a heavy vehicle driving license and having at least six (06) years of regular service in the grade and also qualify themselves in the Trade Test conducted for the purpose.	(i) Knowledge of traffic rules, identification of symbols of traffic. (ii) Proficiency in driving. (iii) Practical test.

Date: 25-05-2023


*S. Aravamudan*  
25-5-23  
**REGISTRAR**

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All concerned.



**LIST OF VACANCIES (INCL. ANTICIPATED AND CONSEQUENTIAL) BEING CONSIDERED FOR  
PROMOTION UNDER SENIORITY-CUM-FITNESS & MERIT-CUM-FITNESS CATEGORIES**

Sl. No.	Name of the post	No. of positions proposed to be under SCF	No. of positions proposed to be filled under MCF
(1)	(2)	(3)	(4)
1.	Assistant Registrar	02	01
2.	Senior System Analyst	04	01
3.	System Analyst	02	01
4.	Senior Scientific Officer	NA	01
5.	Scientific Officer	NA	03
6.	Section Officer	11	04
7.	Senior Assistant	10	05
8.	Private Secretary	05	01
9.	Personal Assistant	00	03
10.	Junior Technical Officer	02	NA
11.	Senior Technical Assistant	07	04
12.	Professional Assistant	03	NA
13.	Computer Operator	08	03
14.	Assistant Engineer (Civil)	01	NA
15.	Draughtsman (Grade-I)	01	NA
16.	Driver (Level-III)	02	NA
17.	Office Assistant	30	12
18.	Junior Office Assistant	NA	16
19.	Technical Assistant	03	02
20.	Laboratory Assistant	NA	05
21.	Jr. Professional Assistant	04	NA
22.	Library Assistant	NA	03
23.	Senior Technician	03	01
24.	Junior Technician	NA	15
25.	Cook (Level-II)	05	01
26.	Cook (Level-I)	NA	09
27.	Security Assistant	02	01
28.	Driver (Level-II)	05	NA

  
 REGISTRAR 25-5-23

