



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD
P.O. Central University, Gachibowli, Hyderabad

Employment Notification No. UH/Rectt. /NT/2023-01 dated 31/07/2023

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites applications from the Indian Nationals for the following Group 'A' Non-Teaching positions on **Direct Recruitment / Deputation** basis:

S. No.	Name of the Post	Pay Matrix (As per VII CPC / UGC norms)	Age Limit	No. of vacancies
1.	Finance Officer	Level-14 (Rs.1,44,200 - 2,18,200)	58 for deputation, 57 for direct recruitment	1 (UR)
2.	Controller of Examinations	Level-14 (Rs.1,44,200 - 2,18,200)	58 for deputation, 57 for direct recruitment	1 (UR)

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt. / NT/ 2023-01 and activation of link through Samarth portal on the website of the University.	31/07/2023
2.	<i>Last date for submission of online application and payment of registration fee through above portal.</i>	31/08/2023
3.	Last date for receiving hardcopy of the application along with relevant enclosures by post / courier:	07/09/2023
4.	Link for online application: https://uohydnt.samarth.edu.in	
5.	Mailing Address for forwarding the Hardcopy of Online Application along with enclosures: THE ASSISTANT REGISTRAR, RECRUITMENT CELL, ROOM NO: 221 (FIRST FLOOR), ADMINISTRATION BUILDING, UNIVERSITY OF HYDERABAD, PROF. C.R.RAO ROAD, GACHIBOWLI, HYDERABAD – 500 046, TELANGANA, INDIA. <i>Note: (Hard copies of applications will not be accepted in person)</i>	

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

Name of the Position	Qualifications and Experience
<p>Finance Officer</p> <p>Post Code: FO</p> <p>No of Posts – 01 (UR)</p>	<p>(i) Master’s degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">(OR)</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in Pay Level 12.</p> <p><u>Deputation:</u> Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/State Govt.</p> <p style="text-align: center;">(OR)</p> <p>University System/ Other organization subject to fulfillment of qualifications as indicated in (i) & (ii) above, on deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p> <p><u>Desirable:</u> Good working knowledge of rules and regulations of Central Government/ University/R&D institution relating to accounts/ audit, service conditions and related financial matters and exposure to e-governance.</p> <p><u>Tenure of appointment:</u> Initially for a period of two years extendable for a further period of three years or till attaining the age of 62 years, whichever is earlier.</p>

Name of the Position	Qualifications and Experience
<p data-bbox="209 689 403 763">Controller of Examinations</p> <p data-bbox="197 801 414 837">Post Code: CE</p> <p data-bbox="220 880 389 954">No of Posts – 01 (UR)</p>	<p data-bbox="456 338 1430 412">i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p data-bbox="456 450 1430 591">ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p data-bbox="906 600 976 636" style="text-align: center;">(OR)</p> <p data-bbox="456 636 1430 710">Comparable experience in research establishment and/or other institutions of higher education.</p> <p data-bbox="906 710 976 745" style="text-align: center;">(OR)</p> <p data-bbox="456 745 1430 819">15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in Pay Level 12.</p> <p data-bbox="456 857 632 893"><u>Deputation:</u></p> <p data-bbox="456 893 1430 929">Qualification and experience as indicated at i) and ii) above.</p> <p data-bbox="456 929 1430 1003">Grade: Holding analogous post or eight years' experience at Pay Level-12.</p> <p data-bbox="456 1041 1430 1153"><u>Desirable:</u> Adequate experience in the admission process and conduct of university examinations or other examinations and exposure to e-governance.</p> <p data-bbox="456 1191 791 1227"><u>Tenure of appointment:</u></p> <p data-bbox="456 1227 1430 1301">Initially for a period of two years extendable for a further period of three years or till attaining the age of 62 years, whichever is earlier.</p>

Note: Appropriate regulations of DoPT / UGC / MoE issued from time to time shall apply for educational qualification and experience prescribed above.

Instructions to the candidates for filling the Online Application form

- The candidates are requested to go through the Employment Notification placed on the University Website <https://uohyd.ac.in/non-teaching-project-staff/> read the instructions carefully and comply with them, before filling the details in the candidate portal.
- The candidate has to click on the link provided and complete the registration process first. They must confirm their registration via link sent to their registered mail id.
- Once the registration of the candidate is confirmed, the candidate may log-into the application portal using the credentials and fill all the information viz., educational qualifications, experience, academic / research details etc. and submit the form online.
- Submission of hard copy of application with enclosures is also mandatory. **Applications will be summarily rejected in case hard copy is not received.** The candidate has to take a print-out of the filled-in online application and enclose all the relevant self-attested supporting documents and forward to the following address **on or before 07/09/2023** after appending applicant's signature. Applications without signature of the candidate and incomplete forms 'will not be considered'.

To

The Assistant Registrar, Recruitment Cell
Room No.: 221 (first floor), Administration Building,
University of Hyderabad, Prof. C.R. Rao Road
Gachibowli, Hyderabad – 500 046, Telangana, India.
Note: (Hard copies of applications will not be accepted in person)

Payment of Registration Fee

The registration fee (Non-refundable) to be payable by the applicant is as follows:

Category	Fee Payable
Unreserved (UR) / Other Backward Classes (OBC) / Trans Gender (TG)	Rs. 1,000/-
Scheduled Caste (SC) / Scheduled Tribe (ST) / Persons with Benchmark Disability (PwBD)	Rs. 350/-

Note: SC, ST and PwBD applicants have to attach the Caste/Disability certificate with the application.

General Information:

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 Institute 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.	<i>All the correspondence (call letter for Interview etc.) will be made through email only. Therefore, all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University.</i>																								
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.	The grade point B in the 7-point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.																								
7.	Seven Point Scale for grading system is given below: SEVEN POINT SCALE <table border="1"><thead><tr><th>Grade</th><th>Grade Point</th><th>% Equivalent</th></tr></thead><tbody><tr><td>O-Outstanding</td><td>5.50-6.00</td><td>75-100</td></tr><tr><td>A-Very Good</td><td>4.50-5.49</td><td>65-74</td></tr><tr><td>B-Good</td><td>3.50-4.49</td><td>55-64</td></tr><tr><td>C-Average</td><td>2.50-3.49</td><td>45-54</td></tr><tr><td>D-Below Average</td><td>1.50-2.49</td><td>35-44</td></tr><tr><td>E-Poor</td><td>0.50-1.49</td><td>25-34</td></tr><tr><td>F-Fail</td><td>0-0.49</td><td>00-24</td></tr></tbody></table>	Grade	Grade Point	% Equivalent	O-Outstanding	5.50-6.00	75-100	A-Very Good	4.50-5.49	65-74	B-Good	3.50-4.49	55-64	C-Average	2.50-3.49	45-54	D-Below Average	1.50-2.49	35-44	E-Poor	0.50-1.49	25-34	F-Fail	0-0.49	00-24
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8.	Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc. will be rejected.																								
9.	University of Hyderabad reserves the right not to fill up the post, if it so desires.																								
10.	Only Indian Nationals need apply.																								
11.	No interim correspondence will be entertained																								
12.	Canvassing in any form will be treated as disqualification for the post.																								
13.	In case of any clarification's candidates can send email to hr@uohyd.ac.in																								
14.	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.																								

15.	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.
16.	<i>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.</i>
17.	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 the on the strength of such continuation.
18.	The University reserves right to repatriate the employee during the period deputation to their parent organization in case of unsatisfactory performance.
19.	The deputation will be governed by the terms and conditions contained in the DoPT O.M. No. 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.
20.	<p>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:</p> <p>(a) No Objection Certificate.</p> <p>(b) Attested copies of ACRs/APARs of the last five (5) years up to 31/03/2023.</p> <p>(c) Integrity Certificate.</p> <p>(d) Vigilance Clearance certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.</p> <p>(e) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.</p> <p>(f) Self-attested copies of certificates in support of educational qualifications</p> <p>(g) Applications received directly or without copies of APAR/ACRs will <u>NOT</u> be entertained.</p>

Place: Hyderabad
Date: 31/07/2023


31-7-23
REGISTRAR