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
Website: https://uohyd.ac.in; Email: hr@uohyd.ac.in

Employment Notification No. UH/Rectt./NT/2024–01 dated 19.01.2024

The University of Hyderabad (an Institution of Eminence), a Central University established in 1974 by an Act of Parliament, under the University Grants Commission (UGC), Ministry of Education, Government of India, invites applications from eligible Indian Citizens for appointment to Group–A Non-Faculty positions on **Deputation Basis.**

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt./NT/2024–01 and activation of link through Samarth portal on the website of the University.	**19.01.2024**
2.	**Last date for submission of online application and payment of registration fee through the above portal.**	**02.02.2024**
3.	Last date for receiving hardcopy of the application along with relevant enclosures by post / courier:	**07.02.2024**
4.	**University website link for the Notification & Corrigendum/Addendum** https://uohyd.ac.in/non-teaching-project-staff/	
5.	**Link for online application:** https://uohydnt.samarth.edu.in	
6.	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, CENTRAL UNIVERSITY P.O.,** **GACHIBOWLI, HYDERABAD – 500 046, TELANGANA, INDIA.** ***Note: (Hard copy of application will not be accepted in person)***	

THE DETAILS OF THE POSITIONS ARE AS FOLLOWS:

Name of the Post	Pay Level	No. of Posts	Max. Age Limit
Deputy Registrar * **(By Deputation)**	Pay Level–12 (Rs.78,800–2,09,200)	2 (Unreserved)	56

* The deputation tenure is initially for a period of one (1) year, extendable up to 31/07/2025.

Candidates who applied for the position of Deputy Registrar (Deputation) against the Employment Notification No. UH/Rectt./NT/2023–02 dated 02/09/2023 need not apply again. They may however update their existing application by sending a hardcopy of an updated Curriculum Vitae (CV) though post/courier.

THE DETAILS OF THE ESSENTIAL ELIGIBILITY VIZ. QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

DEPUTY REGISTRAR (By Deputation)

Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight (08) years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations and possessing Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Payment of Registration Fee:

Category	Fee
UR / EWS / OBC	Rs. 1,000/-
SC / ST / PwBD / Women	NIL

a) Fee once paid will not be refunded under any circumstances. Candidate should go through the Notification and ensure the eligibility before making payment.

Age Relaxation: Age relaxations will be in accordance with the Government of India norms.

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 **https://uohydnt.samarth.edu.in/index.php/site/login** 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, etc. and submit the form online.

Candidates have to upload a scanned photo, signature, and all documents in support of qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.

  - Photograph must be a recent passport colour photograph and clearly visible.
  - Size of file should be between 100kb–500 kb (JPEG/PDF)

- **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 University **on or before 07.02.2024** after appending applicant's signature. Applications without signature of the candidate and incomplete forms **'will not be considered'.**

G E N E R A L I N S T R U C T I O N S

1. **Early Submission:** Since, the applications received beyond the last date prescribed for receipt of hardcopy will not be accepted; the candidates are advised to submit their applications well in advance without waiting till the last date of application, to avoid technical issues/postal delays or any unforeseen circumstances. The University will not be responsible for postal delays at any stage.

2. **Qualification and Experience:** Prescribed qualification and experience is the minimum requirement. However, mere possession of qualifications/experience etc., does not guarantee screening/short-listing for the Interview. The University reserves the right to limit the number of candidates admitted for interviews based on qualifications and/or experience higher than the minimum required.

3. **Crucial Date for Eligibility Determination:** Eligibility will be determined based on qualifications/experience acquired by candidates until the last date for receipt of applications.

4. **Deputation (Deputy Registrar):** Applications must be forwarded by the respective controlling officer, duly signed by an officer not below the rank of Under Secretary or equivalent, along with the following documents:

   a. No Objection Certificate.

   b. Attested copies of ACRs/APARs for the last five (5) years up to 31/03/2023. (c) Integrity Certificate.

   c. Vigilance Clearance certificate, indicating no pending or contemplated disciplinary or criminal proceedings against the applicant.

   d. A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.

   e. Self-attested copies of certificates supporting educational qualifications, experience etc.

   f. Applications received directly or without copies of APAR/ACRs will NOT be entertained.

5. **Unspecified Matters:** Any matters not specifically addressed in these instructions will be decided by the University, and its decision shall be final and binding on the candidates.

6. **Communication:** All correspondence, including issue of call letters for Interviews, will be sent through email only. Candidates should ensure to provide a correct email address and regularly check emails for any updates from the University.

7. **Corrigendum or Addendum to the Notification:** The University reserves the right to issue any corrigendum or addendum or any updates to this notification which will be published on the University website (**https://uohyd.ac.in/non-teaching-project-staff/**) only and will not be published in any newspaper. All applicants are advised to visit the University website from time to time.

8. **Pension Scheme:** Candidates joining the University service on or after 1st January 2004 are covered under the New Pension Scheme. However, employees who entered service before 31.12.2003 and were governed by the CCS (Pension) Rules, 1972, shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to receipt of past service benefits under these Rules from the previous employer. Government of India Orders on "Mobility of personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments" will apply in such cases.

9. **Canvassing:** Canvassing in any form will be treated as disqualification.

10. Conditions for rejection of applications of the candidature:

- Without scanned photo and signature on the online application
- Applications received after the last date for, any reasons whatsoever, will not be accepted and summarily rejected. No further correspondence / enquiry will be entertained in this regard.
- Incomplete application/s without relevant supporting enclosures (self-attested copies of degree certificates/marks sheets/experience certificate/ proof of age, etc.,) will be summarily rejected.
- The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information / documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

11. Dispute Resolution: All disputes are subject to Hyderabad jurisdiction.

12. Verification of Documents: The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time i.e., at the time of appointment or anytime during the tenure of service. In case if, it is found that the documents/information submitted by the candidate are/is fake or if the candidate has criminal/clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forthwith any time during the service.

13. Right to Not Fill Posts and Changes in the number of Vacancy: The University reserves the right not to fill any post or cancel the notification/recruitment process at any stage without providing any reasons. Further, the University reserves the right to increase or decrease vacancies during the final selection process.

In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates.

15. Central/State Government/Autonomous Bodies/PSUs Employees/etc.: The in-service candidates shall upload copies of experience certificate, No Objection Certificate along with vigilance clearance and integrity certificate issued by their present employer and submit it through proper channel.

They may submit an advance copy of the application before the last date, in case of any delay in getting endorsement of the employer concerned on the original application. However, they have to submit the NOC issued by the employer at the time of written time/interview if they are shortlisted.

16. Enclosures to the hardcopy of application: Enclose legible self-attested copies (not originals) of the following certificates/documents along with the application:

- Category and Date of Birth certificate
- Qualifications Certificates (Degree/Provisional Certificates, Marks Memos)
- Experience certificates (service certificate/experience certificate or any other supporting evidence containing pay scales/pay levels for each position or Appointment Orders specifying Pay Scale/Grade Pay/Pay Level, etc.) and periods for which the position was held.

The documents are to be attached to the hardcopy of application in the sequential order of entries made in the online application, and the same needs to be securely fastened with a tag at the top left-hand corner.

17. Sending the Application: Finally, after completing the requirements mentioned above, send a hard copy of the application through Registered Post/Speed Post, making sure to super scribe the name of the post applied for on the top left corner of the envelope. **The application must reach the following address by 07.02.2024, 05:00 PM:**

The Assistant Registrar
Recruitment Cell, Room No: 221, First Floor
Administration Building, University of Hyderabad
Prof. C.R. Rao Road, Central University P.O.,
Gachibowli, Hyderabad – 500 046, Telangana, India.

Sd/-
Date: 19.01.2024 **REGISTRAR**
Place: Hyderabad