



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, Telangana State, India.

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

Employment Notification No. UH/Rectt. /NT/2024-04 dated 03/10/2024

The University of Hyderabad (an Institution of Eminence), a Central University established in 1974 by an Act of Parliament, fully funded by the University Grants Commission (UGC), Ministry of Education, Government of India, invites applications from eligible Citizens of India for appointment to Group–A positions as detailed below on Direct Recruitment/ Deputation Basis/ Short Term Contract.

S. No.	Name of the Post	Pay Matrix (As per VII CPC / UGC norms)	No. of vacancies
1.	Finance Officer (FO)	Level-14 (Rs.1,44,200 – 2,18,200)	1
2.	Controller of Examinations (CE)	Level-14 (Rs.1,44,200 – 2,18,200)	1

Age Limit: 58 years for Deputation/ Short-term contract; and 57 years for direct recruitment.

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt./NT /2024–04 on the website of the University and activation of online link through Samarth portal for submission of online application.	03/10/2024
2.	Last date for submission of online applications and payment of fee through the portal.	24/10/2024 till 05:30 PM
3.	Last date for receiving hardcopy of the application along with relevant enclosures by post / courier:	28/10/2024 till 05:30 PM
4.	University website link for the Notification & Corrigendum/Addendum https://uohyd.ac.in/non-teaching-project-staff/	
5.	Link for submitting online application: https://uohydnt.samarth.edu.in	
6.	MAILING ADDRESS FOR FORWARDING THE HARDCOPY OF ONLINE APPLICATION ALONG WITH SELF-ATTESTED ENCLOSURES BY POST / COURIER: <i>Note: (Hard copy of application will not be accepted in person)</i> 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.	

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

FINANCE OFFICER (FO)

(i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

(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,

(OR)

Comparable experience in research establishment and/or other institutions of higher education,

(OR)

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in Pay Level 12.

DEPUTATION:

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.

(OR)

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.

DESIRABLE:

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.

TENURE OF DEPUTATION/ SHORT TERM CONTRACT:

Initially for a period of two (2) years extendable for a further period of three (3) years or till attaining the age of 62 years, whichever is earlier.

CONTROLLER OF EXAMINATIONS (CE)

i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

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.

(OR)

Comparable experience in research establishment and/or other institutions of higher education.

(OR)

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in Pay Level 12.

DEPUTATION:

Qualification and experience as indicated at i) and ii) above.

Grade: Holding analogous post or eight years' experience at Pay Level-12.

DESIRABLE: Adequate experience in the admission process and conduct of university examinations or other examinations and exposure to e-governance.

TENURE OF DEPUTATION/ SHORT TERM CONTRACT:

Initially for a period of two (2) years extendable for a further period of three (3) years or till attaining the age of 62 years, whichever is earlier.

PAYMENT OF REGISTRATION FEE:

Category	Fee
UR / EWS / OBC	Rs. 1,000
SC / ST / PwBD / Women	Rs. 500

- a) Fee once paid will not be refunded under any circumstances. Candidate should go through the Notification and ensure the eligibility before making payment.
- b) **Note:** SC/ ST/ OBC/ EWS and PwBD applicants have to attach the Caste/ Disability certificate along with the online and hardcopy of the application.

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)

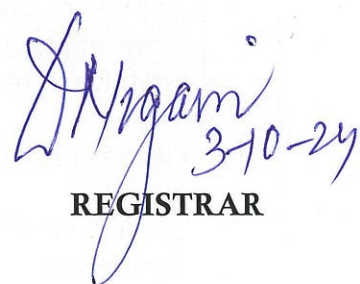
GENERAL INSTRUCTIONS

1.	Early Submission: Since, the applications received beyond the last date prescribed for receipt of application will not be accepted; the candidates are advised to submit their online and hardcopy of 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.	Qualifications and Experience: Prescribed qualifications and experience is the minimum requirement. However, mere possession of qualifications/experience etc., does not guarantee of being short-listed 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: The Eligibility of the candidates will be determined on the basis of qualifications, experience, etc., acquired by them till the last date fixed for receipt of online applications.
4.	<p>The candidate has to upload the following documents to the online application, duly signed by an officer not below the rank of Under Secretary or equivalent before the last date of advertisement:</p> <ul style="list-style-type: none"> a) No Objection Certificate. b) Attested copies of ACRs/APARs for the last five (5) years up to 31/03/2024. c) Integrity Certificate, 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. <p><i>In case of any anticipated delay in getting the above certificates from the Employer and uploading them on to the portal, the candidate has to invariably submit the NOC and other documents mentioned above at the time of interview, if they are shortlisted for interview, failing which they will not be admitted to the interview.</i></p>

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.	<p>Enclosures to the hardcopy of application: Apart from the documents mentioned above (sl.no. 4) enclose legible self-attested copies (not originals) of the following certificates/documents along with the hardcopy of the application:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>Application will be summarily rejected in case hardcopy along with enclosures are not submitted.</p>
7.	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. No interim correspondence will be entertained
8.	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.
9.	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, 1972/2021, 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.
10.	Canvassing: Canvassing in any form will be treated as disqualification.
11.	The University shall process the applications entirely on the basis of information/documents submitted by the candidates through the online portal and attached to the hardcopy of the application. 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.

12.	Dispute Resolution: All disputes are subject to Hyderabad jurisdiction.
13.	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.
14.	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.	In case of any clarification's candidates can send email to hr@uohyd.ac.in
16.	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 online application form. Candidates are, therefore, urged to carefully read the advertisement and complete the online application form and submit the same as per the instructions given in this regard.
17.	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.
18.	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.
19.	The University reserves right to repatriate the employee during the period deputation to their parent organization in case of unsatisfactory performance.
20.	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.

Place: Hyderabad
Date: 03/10/2024


3-10-24
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