



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

PUBLIC NOTICE

**SCHEME OF EXAMINATION FOR NON-FACULTY POSTS ON
DIRECT RECRUITMENT**

The University is planning to conduct recruitment exams for the following Non-Faculty positions notified vide 1) **Employment Notification No. UH/Rectt./NT/2023-02** dated 02/09/2023, and 2) **Employment Notification No. UH/Rectt./NT/2024-03** dated 20/06/2024 tentatively in the months of March/ April, 2025.

1.	Assistant Registrar	4.	Office Assistant
2.	Section Officer	5.	Junior Office Assistant
3.	Senior Assistant	6.	Statistical Assistant

In supersession of earlier notifications, the Scheme of Examination (Written & Skill Tests) and interviews (wherever applicable) for the positions notified above is provided for information of all the candidates. The candidate are informed to follow the University website – University of Hyderabad Careers (<https://uohyd.ac.in/non-teaching-project-staff/>) frequently and also to check their emails regularly for further updates on the process of examination, download of Admit Card, schedule of exam date, etc.

The tentative schedule and Scheme of Examination for the remaining positions will be notified separately.

I. For the posts of ASSISTANT REGISTRAR	
A. Paper-I	Multiple Choice Questions (MCQ) on (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc. (ii) Mental Ability and Reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc.
B. Paper-II	Descriptive Test on Essay Writing, Noting and Drafting, Data Analysis and Presentation, Domain knowledge of establishment, accounts and academic practices & procedures in the University System, General Administration, Basic administrative practices, etc.
C. Interview	Personal Interview with the Selection Committee

II. For the posts of SECTION OFFICER AND SENIOR ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ) Type (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc (ii) Mental Ability and reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc.
B. Paper-II	Descriptive Test on Essay and Letter Writing, Noting and Drafting, Fundamental and Supplementary Rules, GFR, Purchase procedures, Allowances and Advances, Conduct and Disciplinary Rules, Reservation Rosters, Pay Fixation, Promotions and Financial Upgradations, Travelling Allowance Rules, Retirement Schemes/benefits and General administration etc.

III. For the posts of OFFICE ASSISTANT, JUNIOR OFFICE ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Quantitative Ability, and General English, etc.
B. Paper-II	Descriptive Test on:
Office Assistant	(i) General English, Essay, Precis, noting and drafting (ii) Domain knowledge of Establishment, Accounts, Examinations, Office Procedure and General Administration, etc.
Junior Office Assistant	General English, Essay, Precis, letter writing, comprehension and applied English Grammar, etc.)
C. Skill Test	Typing test on computer: Typing speed of at least 35 words per minute in English or 30 words per minute in Hindi Typing.

IV. For the post of STATISTICAL ASSISTANT	
A. Paper-I	Multiple Choice Questions (MCQ) on Data management & interpretation, Basic Statistical tools, General Awareness, Reasoning and Quantity Ability, and General English, etc.
B. Paper-II	Descriptive Test on- Introduction to Statistics, Measures of Central Tendency, Measures of Dispersion, Measures of Association and Contingency, Probability Theory, data collection and sampling theory and techniques, data analysis techniques, inferential Statistics, regression analysis, analysis of variance (ANOVA), Chi-square tests, time series analysis(time series components, trend analysis & seasonal decomposition), multivariate analysis(factor analysis, cluster analysis & principal component), statistical software proficiency(introduction to statistical software, overview of statistical software like R, Python, SPSS, etc, basics of data import and manipulation), sampling theory, statistical inference, index Numbers, time series Analysis, statistical inference (hypothesis testing, confidence intervals, type I and II errors), etc.

C. Skill Test	Computer Applications – Algorithm and flow chart, basics of spreadsheet (MS-Excel): Manipulation of Cells, Formulae, and Functions of Spread Sheet, Printing of Spread Sheet, Creation and Editing of Text in MS Word.
	Note:
	1. The skill test shall be of a qualifying nature and no additional credits for the same shall be allocated.
	2. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer systems, Application Software, and data-based statistical calculations.
	3. The candidate may be tested for skills in word processing, spreadsheet (MS Excel) with statistical analysis of given data, and PowerPoint presentation.

Important Note: *The topics of the syllabus mentioned above for all the posts are only illustrative and not exhaustive.*

Post	Particulars	Marks
Assistant Registrar	Paper-I (Objective)	100 Marks
	Paper-II (Descriptive)	100 Marks
	Interview	40 Marks
Section Officer and Senior Assistant	Paper-I (Objective)	100 Marks
	Paper-II (Descriptive)	100 Marks
Office Assistant and Junior Office Assistant	Paper-I (Objective)	100 Marks
	Paper-II (Descriptive)	100 Marks
	Skill Test (<i>Qualifying in Nature</i>)	50 Marks
Statistical Assistant	Paper-I (Objective)	100 Marks
	Paper-II (Descriptive)	100 Marks
	Skill Test (<i>Qualifying in Nature</i>)	50 Marks

PROCESS OF EVALUATION AND DRAWING OF MERIT LIST

1. This is a common exam for both the notifications. However, the merit list will be drawn separately notification-wise and post-wise based on the performance in the evaluation process mentioned below. Though the exam is common for both notifications, the selection process is independent of the each other. However, if any candidate applied under both the notifications for the same post, their aggregate marks obtained in the evaluation process will be considered for the same posts in both the notifications. Similarly, if a candidate applied for a post against any one of the notifications, then their candidature will be considered exclusively for that notification for which he/she applied for and not for both.

2. Process of Evaluation and Drawing of Merit List:

I) The candidate's performance is evaluated in three phases to consider them qualified for a post, i.e. A) Paper-I, B) Paper-II & C) Skill Test. If any candidate does not attend OR is absent from any phase of the test or does not get the minimum qualifying marks as detailed hereunder is treated as disqualified for the post or exam.

A) Paper-I (Objective Type Test): (100 Marks – 1 ½ hours duration)

The qualifying marks for **Paper-I** is **40%** for all categories.

All candidates shall write the Paper-II exam. However, Paper-II will be evaluated of those candidates who got 40% or above of qualifying marks in the Paper-I.

B) Paper-II (Descriptive Test): (100 Marks – 1 ½ hours duration)

- i) The qualifying marks for **Paper-II** is **50%**.
- ii) Relaxed standards for SC/ ST/ OBC/PwBD categories is 45%. The SC, ST, OBC, and PwBD candidate who qualifies on the basis of relaxed standards irrespective of his/her merit position (aggregate of Paper I and Paper- II), will be counted against reserved vacancies only and not against unreserved vacancies.
- iii) The Qualified candidates in **B i)** and **ii)** above only shall be called for the Skill Test. the list of candidates will be announced and placed on the University's website, with details of Skill Test, Venue, Date, Time, etc., No separate communication in this regard is made. Hence candidates are advised to check the website regularly.
- iv) Mere calling for the skill test, does not bestow any right to get an offer letter.

C) Skill Test (Qualifying in Nature Test): (50 Marks)

- i) The Minimum qualifying marks for the Skill Test is 50% for all the categories.
- ii) Skill Test is a qualifying nature only. Hence, these marks are not considered for the overall assessment and for drawing merit list.

II) If the candidate is qualified in Paper-I and II but not qualified in the Skill Test, then his/her candidature is considered as disqualified for the post applied for. Thus, qualifying in the skill test is must for the candidates to be shortlisted in the merit list.

III) All candidates who have scored 50% and above in the Paper-II will be called for the Skill Test, and shall be eligible for unreserved/general posts. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwBD candidates in order of merit.

IV) A person with benchmark disability who is selected on his/her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability of relevant category.

V) Success in the examination confers no right of appointment unless the University is satisfied after such enquiry, as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

VI) The candidates applying for the post, should ensure that they fulfil all the eligibility conditions for the post as per the notification. Their participation at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any stage before or after the written test or Skill test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the post stands cancelled.

VII) Among those who qualified the Skill Test, a Merit list will be drawn based on the total aggregate marks secured in Paper-I and Paper-II combined, notification wise, post-wise and category-wise (where there is no interview component).

VIII) Where the interview component exists, the select list shall be drawn up based on aggregate marks secured in all the tests and interviews, in the order of merit. The Marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper-I and Paper-II.

3. Due to some technical reasons, if any discrepancy is noticed in the admit card, i.e., details of the candidate, the name of the post applied for etc., may brought to the notice by an email to hr@uohyd.ac.in before the exam, to enable university to provide an admit card accordingly. The University does not undertake any responsibility of whatsoever, if a candidate is failed to bring notice of the authorities in writing at least three days before of the exam and not able to attend the exam for the reasons whatsoever it may be.
4. **Rules for Tie-break:** In the case of two (2) or more candidates securing the same aggregate marks (i.e. In Paper-I & II), the following rules are applied to draw a merit list:
 - Rule (i) The candidate who secured more marks in the prescribed Minimum Educational qualification (i.e., SSC/Inter/Degree/PG etc.) notified in the notification for the respective post will be given the first place among the other candidates who are in tie-break and likewise the order of merit is fixed for other candidate(s) in the tie-break.
 - Rule (ii) If two or more candidates are still tied with the same marks after applying Rule (i), the candidate(s) senior in age will be given preference.
 - Rule (iii) If the tie is not broken after applying the above two Rules, it will be decided through the draw of lottery in the presence of the Vice Chancellor or his nominee(s)

5. In case of any ambiguity or interpretation, omission of mentioning any matter or rule, the candidate can address the issue or grievance to the Vice-Chancellor of the University at email id: vc@uohyd.ac.in and the decision of the Vice Chancellor is final and binding on the applicant/ matter. No further correspondence in this matter will be entertained.
6. **Updates concerning the recruitment process will be published only on the University Website on <https://uohyd.ac.in/non-teaching-project-staff/>,** which is only to be treated as authentic information emanating from the University. **The University shall not be responsible for any other intimations received in private, through any other sources.** The candidates are therefore advised to visit the University Website from time to time in their interest to find out the status of the recruitment process. In case of any doubts on the updates published on the University Website, the candidates can write to the University authorities on the email id: hr@uohyd.ac.in. *Please do not email to seek the status and updates on the recruitment process, which will invariably be published on the University Website.*

DATE: 10/03/2025


10-3-25
(Dr. Devesh Nigam)
REGISTRAR