UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment Section –II

No: UH/E-II/C1/DPC(2)/2026/3309 Date: 12-11-2026

NOTIFICATION

Sub: Inviting applications for promotion to various Non-Teaching (Group-A, B & C) posts through DPC – Notification issued - Reg.

Ref: 1) R&CC Office Note No. UH//RCC/F.27-III/2026/10163, dated 12-11-2026.
2) Orders of the Vice-Chancellor dated 11-11-2026.

1. The suitability of employees in feeder grade for the award of promotion to the vacancies (including anticipated) of Non-Teaching (Group-A, B & C) up to 31-12-2026 shall be considered by the Departmental Promotion Committee for the following cadres:

Sl. No.	Name of the Post	No. of vacancies	Reservation Points
1.	Section Officer	04	SC-1*; ST-1*; UR-2;
2.	Senior Assistant	06	SC-3*; UR-3;
3.	Office Assistant	32	SC-7*; ST-3*; PwBD (OH)-1*; UR-21;
4.	Junior Office Assistant	05	UR-2 under 10% quota; UR-3 under 5% quota
5.	Personal Assistant	02	SC-1*; UR-1
6.	Professional Assistant	04	SC-1*; ST-1*; UR-1+1(#)=2;
7.	Junior Professional Assistant	07	ST-1*; UR-5;
8.	Library Assistant	11	ST-1*; PwBD (VH)-1*; UR-9
9.	Senior Technical Assistant	01	UR-1;
10.	Technical Assistant	01	UR-1;
11.	Laboratory Assistant	01	ST-1*
12.	Junior Technician (Electrical/Plumber)	13	SC-2*; ST-1*; UR-10;

***Backlog vacancy(ies). #Indicates anticipated vacancy(ies)**

2. A Departmental Test(s)/Skill Test shall be conducted to assess the suitability of employees for the posts referred to above at Sl. No. 1 to 8 & 12.

3. There is no departmental test/skill test for the posts of Senior Technical Assistant, Technical Assistant and Laboratory Assistant; hence, employees from the feeder grade need not apply.

4. *For the post of Junior Technician, selection shall be merit-based, and a Trade Test shall be conducted.* The minimum qualifying marks for consideration for promotion shall be 40% for General Category candidates and 35% for SC/ST/PwBD candidates.

5. A Departmental test qualifying in nature shall be conducted for the posts of *Section Officer, Junior Office Assistant, and Library Assistant.*

6. For the post of Junior Office Assistant (2-UR), i.e., under 10% quota, in addition to the Departmental Test, a typing test on computers shall be conducted. Whereas for the 5% quota [UR-3], only a Typing Test shall be conducted.

Relaxation of Skill/Typing Test shall be governed as per DoPT OM No. F.No. 14020/1 /2014-Estt.(D) dated 22-04-2015 or as amended from time to time. (Copy enclosed).

7. For the post of Library Assistant, in addition to the Departmental Test, a typing test on a computer shall be conducted.

8. For the posts of Senior Assistant and Office Assistant, qualifying in a typing test and skill test with knowledge of computers shall be a compulsory requirement for promotion. Thus, a typing test and skill test shall be conducted.

9. For the posts of Professional Assistant and Junior Professional Assistant, qualifying in a typing test shall be a compulsory requirement for promotion. Thus, a typing test shall be conducted.

10. For the post of Personal Assistant, a stenography test of a qualifying in nature shall be conducted.

11. ***The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the Notification.***

12. The syllabus for the Departmental Test(s) and/or Typing/Skill Test for respective cadres is made available in Annexure-I. The Written Test/Typing Test/ Skill Test (as the case may be) shall be held on 27th November, 2026 (Friday) at 10:00 a.m. at the Centre for Integrated Studies (CIS), South Campus, University of Hyderabad.

13. The employees who fulfil the eligibility criteria mentioned in Annexure-I prescribed for promotion shall apply on plain paper through proper channel to the Joint Registrar (Establishment-II) on or before 4.00 pm of 20th November, 2026. Only those candidates fulfilling the eligibility criteria shall be called for the Departmental Test(s) and/or Typing/Skill Test, as applicable.

14. The number of vacancies 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 omissions or commissions noticed after issue of this notification or the vacancies in the higher grade not filled from the feeder grade; such vacancies, despite the candidates qualifying in the Department Test(s) and/or Typing/Skill Tests, shall not be considered.

15. The qualifying marks for the Departmental Test and/or Typing Test/Skill Test on computers for considering promotion shall be as follows:

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

12-11-26

REGISTRAR

Encl: Annexure-I

To
All Deans of Schools } with a request to bring to the notice of all concerned
All Heads of Depts./Centres/ Sections}
All Notice Boards
Webmaster...with a request to upload the notification on the University website.

Copy to:

1. OSD to Vice-Chancellor.
2. Section Officer, O/o. Registrar's Peshi.
3. P.S. to Finance Officer.
4. P.S. to Controller of Examinations.

Annexure-I

UNIVERSITY OF HYDERABAD

ELIGIBILITY CRITERIA AND SYLLABUS FOR THE DEPARTMENTAL TEST(S) AND/OR TYPING/SKILL TEST/TRADE TEST

Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
1.	Section Officer Pay Level: 7	Must possess at least a Bachelor's Degree in any discipline from any recognized Institute/ University.	Five (5) years of regular service from the feeder grade of Senior Assistant in Level-6, subject to Seniority-cum-Fitness with academic qualification and qualifying in the departmental test.	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 as well as General Studies. Working knowledge of the operation of various packages of MS-Office and the use of information technology in administrative work.
2.	Senior Assistant Pay Level: 6	Must possess a Bachelor's degree from a recognized University/Institution.	Office Assistants with five (5) years of regular service in Level-4 according to Seniority-cum-Fitness, subject to qualifying Typing/Skill Test.	(i) Skill Test on Computer with a Typing Speed of 35 wpm in English. (ii) Skill Test to assess their skills in the use of MS Office, viz., Word, Excel and Power-Point.
3.	Office Assistant Pay Level: 4	-	Junior Office Assistant/Hindi Typist with five years regular service in Pay Level:2 according to Seniority-cum-Fitness, subject to qualifying Typing/Skill Test.	(i) Skill Test on Computer with a Typing Speed of 35 wpm in English. (ii) Skill Test to assess their skills in the use of MS Office, viz., Word, Excel and Power-Point.
4.	Junior Office Assistant Pay Level:2	Must possess Senior Secondary (10+2) or equivalent qualification.	10% of vacancies shall be filled from amongst the Group-C employees in the Pay Level-1, and have rendered three years of regular service in the grade, on the basis of the departmental qualifying examination. **The maximum age limit for eligibility for the examination is 45 years.**	Written Test on General English, General Knowledge, and General Arithmetic at the SSC level.; and A skill test on Computers with a Typing speed of 35 words per minute in English. Relaxation of Skill/Typing Test shall be governed as per DoPT OM No. F.No. 14020/ 1 /2014-Estt. (D) dated 22-04-2015 or as amended from time to time.

Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
4(a).	Junior Office Assistant Pay Level:2	Must possess Senior Secondary (10+2) or equivalent qualification.	5% of the vacancies shall be filled on seniority-cum-fitness from Group 'C' (MTS) employees who have five years of regular service in posts in the Leve:1.	A skill test on Computers with a Typing speed of 35 words per minute in English. Relaxation of Skill/Typing Test shall be governed as per DoPT OM No. F.No. 14020/ 1 /2014-Estt. (D) dated 22-04-2015 or as amended from time to time.
5.	Personal Assistant Pay Level: 6	--	Stenographer with 05 (five) years of regular service in Level-4 on the basis of Seniority-cum-Fitness, subject to qualifying in the stenography test.	Stenography test in English – Dictation 10 minutes @ 100 w.p.m.; Transcription: 40 minutes on the computer.
6.	Professional Assistant Pay Level: 6	Must possess at least a Bachelor's Degree in Library / Library and Information Science from any recognized Institute / University.	Junior Professional Assistants with five (5) years of regular service in Level:5 through Seniority-cum-Fitness, subject to qualifying in the computer typing test.	A skill test on Computers with a Typing speed of 35 words per minute in English.
7.	Junior Professional Assistant Pay Level:5	Must possess at least a Bachelor's Degree in Library / Library and Information Science from any recognized Institute / University.	Library Assistant with five (5) years of regular service in Pay Level:4 through Seniority-cum-Fitness, subject to qualifying in the computer typing test.	A skill test on Computers with a Typing speed of 35 words per minute in English.
8.	Library Assistant Pay Level: 4	Must possess (10+2) qualification or equivalent and a certificate in Library Science.	Library Attendant with five years of regular service in Level:1	A skill test on Computers with a Typing speed of 35 words per minute in English. A skill test on computers to judge the knowledge of Library Science.
9.	Junior Technician (Electrical/Plumber) Pay Level: 3	50% by promotion through Merit-cum-Fitness based on a trade test from amongst Helpers who possess SSC qualification and have put in five (5) years of regular service in the grade **(OR)** Helpers without SSC qualifications who have put in at least eight (8) years of regular service in the grade. **Note:** 100% by direct recruitment once all the existing Helpers (Engineering) get promoted as Junior Technicians.		A skill/ trade test in the relevant field/ trade shall be conducted.

Date: 12-11-2026

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