



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/2023–02 dated 02/09/2023

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 various Group–A, B & C Non-Faculty and Other Academic positions through **Direct Recruitment/Deputation Basis**.

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt./NT/2023–02 and activation of link through Samarth portal on the website of the University.	02/09/2023
2.	Last date for submission of online application and payment of registration fee through the above portal.	30/09/2023
3.	Last date for receiving hardcopy of the application along with relevant enclosures by post / courier:	06/10/2023
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. <i>Note: (Hard copy of application will not be accepted in person)</i>	

THE DETAILS OF THE POSITIONS ARE AS FOLLOWS:

S. No.	Name of the Post	Pay Level	No. of Posts	Max. Age Limit
Group – A Posts				
1.	Deputy Registrar * (By Deputation)	Pay Level-12 (Rs.78,800-2,09,200)	1 (UR)	56
2.	Assistant Librarian \$	Academic Pay Level-10 (Rs.57,700-1,82,400)	4 (UR-3; OBC-1)	--
3.	Assistant Registrar	Pay Level-10 (Rs.56,100-1,77,500)	2 (UR)	40
Group – B Posts				
4.	Section Officer	Pay Level-7 (Rs.44,900-1,42,400)	2 [UR-1; PwBD(C)-1]	35
5.	Assistant Engineer (Civil-1; Electrical-1)	Pay Level-7 (Rs.44,900-1,42,400)	2 (UR)	35
6.	Security Officer	Pay Level-7 (Rs.44,900-1,42,400)	2 (UR)	35
7.	Senior Assistant	Pay Level-6 (Rs.35,400-1,12,400)	2 [OBC-1; PwBD(A)-1]	35
8.	Professional Assistant	Pay Level-6 (Rs.35,400-1,12,400)	1 (UR)	35
9.	Junior Engineer # (Civil-4; Electrical-4)	Pay Level-6 (Rs.35,400-1,12,400)	8 [UR-4; ST-1; OBC-1; PwBD(B)-1; EWS-1]	35
10.	Assistant Security Officer	Pay Level-6 (Rs.35,400-1,12,400)	1 (UR)	35
Group – C Posts				
11.	Junior Professional Assistant	Pay Level-5 (Rs.29,200-92,300)	2 (UR-1; OBC-1)	32
12.	Statistical Assistant	Pay Level-5 (Rs.29,200-92,300)	1 (UR)	32
13.	Office Assistant	Pay Level-4 (Rs.25,500-81,100)	10 (UR-6; SC-1; OBC-2; EWS-1)	32
14.	Library Assistant	Pay Level-4 (Rs.25,500-81,100)	4 (UR-3; SC-1)	32
15.	Junior Office Assistant	Pay Level-2 (Rs.19,900-63,200)	44 [UR-20; SC-5; ST-2; OBC-12; PwBD(C)-1; EWS-4]	32
16.	Hindi Typist	Pay Level-2 (Rs.19,900-63,200)	1 (UR)	32
17.	Laboratory Attendant	Pay Level-1 (Rs.18,000-56,900)	8 (UR-5; SC-1; OBC-1; EWS-1)	32

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

\$ The age of superannuation of Assistant Librarian is 62 years.

Junior Engineer (Civil): UR-2; EWS-1; PwBD(B)-1

Junior Engineer (Electrical): UR-2; OBC-1; ST-1

Abbreviations:

UR – Unreserved; **SC** – Scheduled Caste; **ST** – Scheduled Tribe;

OBC – Other Backward Class (Non-Creamy Layer); **EWS** – Economically Weaker Section

PwBD (Persons with Benchmark Disabilities)

- **PwBD(A)** – blindness and low vision;
- **PwBD(B)** – deaf and hard of hearing;
- **PwBD(C)** – locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

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

Group – ‘A’ Posts

01. 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 having the following **essential qualifications/experience:** -

- 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. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

02. ASSISTANT LIBRARIAN

- i. A Master’s Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii. A consistently good academic record, with knowledge of computerization of a library.
- iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- i. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
 - ii. NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
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03. ASSISTANT REGISTRAR

- 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. The appointment under direct recruitment shall be made through an All-India open competition by conducting a written test and interview.
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Group – 'B' Posts

04. SECTION OFFICER

- i. A Bachelor's Degree in any discipline from any recognised Institute/ University.
 - ii. Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
 - iii. Proficiency in Computer Operation, noting and drafting.
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05. ASSISTANT ENGINEER (CIVIL / ELECTRICAL)

- i. First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent.
 - ii. Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
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06. SECURITY OFFICER

- i. Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more

OR

Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.

AND

- ii. Holding a valid Driving License (LMV/ Motor cycle).
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07. SENIOR ASSISTANT

- i. Bachelor Degree from a recognized University / Institution.
 - ii. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
 - iii. Proficiency in Typing, Computer applications, noting and drafting.
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08. PROFESSIONAL ASSISTANT

- i. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

- ii. Knowledge of Computer Applications.
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09. JUNIOR ENGINEER (CIVIL/ELECTRICAL)

Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one-year relevant experience

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

10. ASSISTANT SECURITY OFFICER

- i. Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more

OR

Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination

AND

- ii. Holding a valid Driving License (LMV/ Motor cycle).
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Group – 'C' Posts

11. JUNIOR PROFESSIONAL ASSISTANT

Master's Degree in Library Science and Information Science from any recognised University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

12. STATISTICAL ASSISTANT

Bachelor's Degree in Statistics

OR

Bachelor's degree in Mathematics with Statistics as one of the subjects

OR

Bachelor's degree in Economics with Statistics as one of the subjects

OR

Bachelor's degree in Commerce with Statistics as one of the subjects.

13. OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
 - ii. Two-year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
 - iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
 - iv. Proficiency in Computer Operations
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14. LIBRARY ASSISTANT

- i. Bachelor's degree in Library & Information Science or equivalent from a recognized University.
 - ii. Typing speed of 30 words per minute in English.
 - iii. Knowledge of Computer Applications.
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15. JUNIOR OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
 - ii. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)
 - iii. Proficiency in Computer Operations.
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16. HINDI TYPIST

- i. Bachelor's Degree from a recognized University/ Institute.
 - ii. 30 words per minute in Hindi Typing Speed.
 - iii. Knowledge of Computer Applications
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17. LABORATORY ATTENDANT

10+2 with Science stream from any recognized Central/ State Board

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

Payment of Registration Fee:

Group	Category	Fee
Group 'A' – Posts	UR / EWS / OBC	Rs. 1,000/-
	SC / ST / PwBD / Women	NIL
Group 'B' and 'C' – Posts	UR / EWS / OBC	Rs. 500/-
	SC / ST / PwBD / Women	NIL

- a) If a candidate wishes to apply for more than one position/category, separate application and registration fees must be submitted for each post and category of reservation.
- b) Fee once paid will not be refunded under any circumstances. Candidate should go through the Notification and ensure the eligibility before making payment.

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://uohydt.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 06/10/2023** after appending applicant's signature. Applications without signature of the candidate and incomplete forms '**will not be considered**'.

INSTRUCTIONS FOR CANDIDATES APPLYING FOR RESERVED POSTS (SC/ST/OBC/PwBD/EWS)

Submission of valid Caste Certificate, Age and Other Relaxations: Candidates belonging to SC/ST/OBC/PwBD/EWS must submit a valid certificate in the format prescribed by the Government of India and issued by the Competent Authority.

PwBD candidates should furnish medical certificates issued by the Competent Authority as proof of their disability. If the Disability certificate is in a language other than English/Hindi, the candidates should submit a self-certified translated copy in English or Hindi, along with a photocopy of the certificate in the local language.

Visually Challenged Candidates: SCRIBE assistance will be provided to the candidates with a relevant disability of forty (40) percent and above during written examination.

Partially Blind Candidates: Candidates with visual disability of less than forty percent who can read the normal question paper set for all candidates with or without a magnifying glass and wish to use a magnifying glass in the examination hall will be allowed to do so. Such candidates must bring their own magnifying glass.

Typing Test Exemption: Candidates who are otherwise qualified for clerical posts but are certified as unable to type by the medical board attached to Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such board) are exempted from passing the typing test. Such candidates must produce a medical certificate in the prescribed format from the medical authorities.

Translations of Certificates: If any of the supporting documents submitted by the applicant are in a language other than English/Hindi, candidates must submit a self-certified translated copy of the same in English or Hindi.

Age Relaxation:

S. No.	Category of Persons	Extent of Age Relaxation
1.	SC/ST Candidates	5 years
2.	OBC (Central List) Non-Creamy Layer Candidates	3 years
3.	Persons with Benchmark Disabilities (PwBD)	UR – 10 years Reserved Categories: In case the PwBD candidates belong to SC/ST/OBC categories, such SC/ST-cum PwBD candidates are eligible for 15 years and OBC-cum-PwBD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
4.	Outsourced staff deployed in the University	The Competent Authority may grant age relaxation to outsourced staff deployed in the University of Hyderabad, including disengaged staff, to the extent of their service in the University.

Any other age relaxations will be in accordance with the Government of India norms.

GENERAL INSTRUCTIONS

- 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 Written/Trade Test/Interview (wherever applicable). The University reserves the right to limit the number of candidates admitted for interviews/tests 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 (for the post of 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 Written Tests/Skill Tests/Interviews (wherever applicable), 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. Syllabus for Written/Skill Test: The syllabus for the written/skill test will be notified separately on the University website.

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. 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 in 2.1 to 2.6, 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 October 06, 2023, 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.**

Date: 02/09/2023
Place: Hyderabad


2-9-23
REGISTRAR