

**UNIVERSITY OF HYDERABAD**

हैदराबाद विश्वविद्यालय

P.O. Central University, Gachibowli, Hyderabad

(Website: www.uohyd.ac.in)

**EMPLOYMENT NOTIFICATION FOR GROUP 'A' NON-TEACHING POSITIONS
(Advt. No. UH/Rectt./2019-01/1258 Date 01.02.2019)**

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites **online** applications from Indian Nationals for the following Group 'A' Non-Teaching positions **on deputation basis**:

The details of the positions viz. Qualifications and experience are as follows:

Sl. No.	Name of the Post and post Code	Required Qualifications & Experience	Upper Age Limit	Pay Matrix	No. of Posts
1.	Finance Officer Post Code : FO	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale</p> <p>At least 15 years of experience as Assistant Professor in the Academic Level-11 of Rs. 68,900 – 1,10,500, pre-revised AGP of Rs.7000 and above or with 8 years' of service in the Academic Level-12 of Rs. 79,800 – 1,27,900, pre-revised AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>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, proven leadership qualities, adaptability, flexibility, ability to work as a team manager and exposure to e-governance.</p> <p>Tenure of appointment: For a period of 5 years or till attaining the age of 62, whichever is earlier.</p>	58 Years	Level-14 Rs. 1,44,200- 2,18,200/-	1 (UR)

2.	University Engineer Post Code : UE	<p>The applicant should be either a Superintending Engineer or a Senior Executive Engineer in the relevant pay scale in CPWD /State PWD/Irrigation Department/Electricity Board of Central/State Government or in any organized Engineering Service/Engineering Department of a Central or State Government or University. The Superintending Engineer with minimum of 3 years' experience in the grade/post and the Senior Executive Engineer with 8 years' experience in the grade/post will only be considered.</p> <p>Desirable: Post-Graduate in Civil / Electrical / Mechanical Engineering.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p>	56 Years	Level-13 Rs. 1,23,100- 2,15,900/-	1 (UR)
3.	Internal Audit Officer Post Code : IAO	<p>(a) All India Organized Audit and Accounts Service Officers holding analogous posts with 3 years' experience.</p> <p style="text-align: center;">OR</p> <p>(b) Officers qualified in SAS or its equivalent Accounts Service Examination of Central/State Government and holding analogous post and with 8 years of service in the next below cadre.</p> <p style="text-align: center;">OR</p> <p>(c) Officers with 8 years' service in the cadre of Assistant Registrars/Accounts Officers/with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p>	56 Years	Level – 12 Rs. 78,800 – 2,09,200/-	1 (UR)
4.	Deputy Registrar Post Code: DR	<p>A Master's Degree from recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with-</p> <p>Nine Years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p>	56 Years	Level – 12 Rs. 78,800 – 2,09,200/-	1 (UR)

		<p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>The candidate must have consistently “Good Academic Record” as defined under the “General conditions”</p> <p>Desirable:</p> <p>For the functional area of Finance and Accounts: Persons with excellent track record who have passed SAS(Civil/Commercial) or equivalent examination in Audit and Accounts conducted by other Central Government Organizations; Supervisory experience of at least 5 years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to e-governance.</p> <p style="text-align: center;">Or</p> <p>For the functional area of Administration: Excellent track record, knowledge and 5 years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings. Experience in General administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs, Institutes of national importance, and exposure to e-governance.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p>			
5.	<p>Chief Security Officer</p> <p>Post Code: CSO</p>	<p>A Bachelor’s degree in any discipline from a recognized University.</p> <p>Officers of the Departments of the State/Central/UT or Officers of the Armed Forces, holding analogous posts or with five (5) years regular service in a post in Level-10 of Pay Matrix (Pre-revised PB-3 with GP of Rs. 5400) or equivalent.</p> <p>Tenure of deputation: Initially for a period of two years, extendable as per the GoI norms subject to satisfactory performance.</p>	56 Years	Level-11 Rs. 67,700 – 2,08,700/-	1 (UR)

Note: Appropriate regulations of DoPT./ UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.

Important Dates:

Sl.No.	Details	Dates
1.	Release of Employment Notification No. No. UH/Rectt./2019-01/1258 dated 01.02.2019	01.02.2019
2.	Online applications process begins on :	08.02.2019
3.	Online Link http://jobs.uohyd.ac.in/online	
4.	Payment link closes on:	20.03.2019
5.	Application for online submission will be open till	25.03.2019
6.	Last Date for forwarding hardcopy of application by post/courier Note: (Hard copies of filled-in applications will not be accepted in person)	29.03.2019

General Information:

1. **Application Fee:** There will be an application fee (Non-refundable).

Application Fee in ₹.	
General /OBC/TG	SC/ST/PWD/Women candidates
1000/-	300/-

2. **Applicants may transfer the requisite amount of fee through link provided in the online application, in the following manner.**

- Click on the link given in the application to make payment online.
- Ref. No. should be generated on or before the last date given in the notification / published on website.
- Payment initiation should be done on or before the last date.
- Application will become open to fill in further information after 2 working days.

3. **Selection process:** The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. The Institute reserves the right to withdraw any advertised post at any time without giving any reasons.

4. **Pay & Allowances:** Besides pay in pay band and grade pay, carries allowances at par with Central Government employees wherever applicable posted at Hyderabad.

5. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay.II), dated 17.06.2010 as amended from time to time.

6. The deputationists are not eligible for permanent absorption or promotion in University.

7. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:

- No Objection Certificate on the Application itself.
- Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2018.
- Integrity Certificate.
- Vigilance Clearance certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
- A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
- Self-attested copies of certificates in support of educational qualifications

8. Applications received directly or without copies of APAR/ACRs will NOT be entertained.
9. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.
10. All the correspondence (call letter for Interview etc) will be made through Email and Speed Post. Therefore all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this Institute.
11. Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
12. University of Hyderabad reserves the right not to fill up the post, if it so desires.
13. Only Indian Nationals need apply.
14. No interim correspondence will be entertained.
15. Canvassing in any form will be treated as disqualification for the post.
16. In case of any clarifications candidates can send email to hr@uohyd.ac.in
17. 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 application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard.
18. Depending upon the number of applications received, the scrutiny criteria may be higher than the minimum eligibility criteria.
19. Applicants willing to apply for more than one post must submit separate application form for each of the posts.
20. The eligibility of candidates will be determined on the basis of qualifications/experience etc. acquired by them till the last date fixed for receipt of filled-in applications.
21. **How to apply:** Candidates possessing the requisite qualification and experience may apply online only (<http://jobs.uohyd.ac.in/online>). The online application portal will be open on **08.02.2019** for filling online applications. The online payment link closes on **20.03.2019**. However the online application interface for filling the form to all such candidates who had made payment till **20.03.2019** will be available till **25.03.2019**.
22. The application along with enclosures has to be sent to 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** on or before **29.03.2019**.

Sd/-
(P. SARDAR SINGH)
REGISTRAR

Date: 01.02.2019