



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad-500046, Telangana State

(A Central University established in 1974 by an Act of Parliament)

Employment Notification No. UH/Rectt./2019-02 dated 18.03.2019

About University of Hyderabad

The University of Hyderabad (UoH) has been ranked fifth best among Universities in the country by the National Institutional Ranking Framework of MHRD for the year 2018. It was declared the Best Central University for the year 2015 and given the Visitor's Award by then Hon'ble President of India, Shri Pranab Mukherjee. UoH is in the top league of institutions as per the QS Rankings 2019 (591-600) and is also among the top 2.3% Universities in the World in overall category. It is among the top 100 which are the fastest growing under the age of 50. The ranking surveys by – India Today, The Week, Careers360 (Outlook group), QS World Rankings, US News and Reports, URAP (University Ranking by Academic Performance)-(Middle East), U-Multirank (Germany), Nature Index, to name a few have helped UoH to retain a high ranking in India with specific references to academics, research, publications, patents, student achievements, placements and outreach. It is among the only two Central Universities to be granted Grade I Autonomy in the Country.

Applications are invited 'online' from Indian citizens to the following Non-teaching positions on direct recruitment basis. Online portal will be open up to: **25.04.2019**. However, the 'online' payment link will be active till **22.04.2019**.

For online application: <http://jobs.uohyd.ac.in/online> may be visited.

Important Dates:

S. No.	Details	Date
01.	Release of Employment Notification No. UH/Rectt/2019-02	18.03.2019
02.	Online application process begins on:	20.03.2019
03.	Online Link - http://jobs.uohyd.ac.in/online	
04.	Payment link closes on:	22.04.2019
05.	Application for online submission will be opened till	25.04.2019
06.	Last Date for forwarding hardcopy of application by post/courier: Note : (Hard copies of filled-in applications <u>will not be</u> accepted in person)	30.04.2019

Sl. No.	Code	Name Of the Post	Clasification	Pay Matrix (as per VII CPC/ UGC norms)	Age Limit	No. of vacancies
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I. DIRECT RECRUITMENT FOR GROUP B & GROUP C POSITIONS						
1.	JE (Civil)	Junior Engineer (Civil)	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	40	02 (1-UR,1-ST)
2.	JE (Electrical)	Junior Engineer (Electrical)	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	40	03 (1-OBC, 1-HH,1-UR)
3.	SA	Senior Assistant	Group B	Level – 6 (Rs. 35,400 – 1,12,400)	40	01-PwD (VH)
4.	ST	Stenographer	Group C	Level – 4 (Rs. 25,500 – 81,100)	30	01-PwD (VH)
5.	LA	Laboratory Attendant	Group C	Level – 1 (Rs. 18,000 – 56, 900)	30	01-PwD (HH)
6.	JPA	Junior Professional Assistant	Group C	Level – 5 (Rs. 29,200 – 92,300)	30	01-PwD (HH)
7.	LIA	Library Attendant	Group C	Level – 1 (Rs. 18,000 – 56,900)	30	01-PwD (HH)
8.	HA	Hospital Attendant	Group C	Level – 1 (Rs. 18,000 – 56,900)	30	01(OBC)

Note:- Those applicants who have applied vide Employment notification No. UH/HR/Rectt(3)/2017 Dt.24.04.2017 for the position of Junior Engineer (Civil) and Junior Engineer (Electrical) need not apply again. They can send their updated Bio-data to Recruitment Section. Their candidature will be considered along with this Employment Notification.

* HH-Hearing Handicapped, VH-Visually Handicapped (Blind- B, Low Vision- LV)

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Code	Name of the Position	No of Posts	Qualifications and Experience
I. DIRECT RECRUITMENT FOR GROUP B and GROUP C POSITIONS			
JE (Civil)	Junior Engineer (Civil)	02 (1-UR, 1-ST)	<p>Essential:</p> <p>(i) Bachelor's degree in Civil Engineering from a recognized University / Institute; Plus</p> <p>(ii) Two (2) years of experience in designing and construction of buildings, roads, sanitary and water supply systems, including their maintenance in organized services / Statutory or Autonomous Organizations / Universities / reputed private organizations.</p> <p>(OR)</p> <p>(i) Three-year Diploma in Civil engineering from a recognized University / Institute. Plus</p> <p>(ii) Five (5) years of experience in designing and construction of buildings, roads, sanitary and water supply systems including their maintenance in organized services / Statutory or autonomous organization / University / reputed private organizations.</p> <p>Desirable: Working knowledge of AUTOCAD / other relevant software.</p> <p>Age: Not exceeding 40 years.</p>
JE (Electrical)	Junior Engineer (Electrical)	03 (1-UR, 1-OBC, 1-HH)	<p>Essential:</p> <p>(i) Bachelor's degree in Electrical Engineering from a recognized University / Institute; Plus</p> <p>(ii) Two (2) years of experience in supervision of erection and maintenance of electrical works in organized services / Statutory or Autonomous Organizations / Universities / reputed private organizations.</p> <p>(OR)</p> <p>(i) Three-year Diploma in Electrical Engineering from a recognized University / Institute. Plus</p> <p>(ii) Five (5) years of experience in supervision of erection and maintenance of electrical works in organized services / Statutory or autonomous organization / University System / reputed private organizations.</p> <p>Desirable: Working knowledge of AUTOCAD / other relevant software.</p> <p>Age: Not exceeding 40 years.</p>

SA	Senior Assistant	01-PwD (VH)	<p>Essential Qualifications:</p> <p>(i) Graduation in any discipline from a recognized university.</p> <p style="text-align: center;">Plus</p> <p>(ii) Three (3) years of post-qualification experience in drafting, noting, correspondence in general administration/ finance & accounts at the level of Office Assistant/ Upper Divisional Clerk (UDC) or equivalent in the VII CPC Pay matrix Level - 4 or equivalent Central/ State Government/ Autonomous Organisations / Universities/ Public Sector Undertakings & Reputed Organisations.</p> <p>Age: Not exceeding 40 years</p>
ST	Stenographer	01-PwD (VH)	<p>Essential:</p> <p>(i) Graduation in any discipline from a recognized University.</p> <p style="text-align: center;">Plus</p> <p>(ii) Certificate in Lower stenography and Lower typewriting from a recognized State Board of Technical Education</p> <p style="text-align: center;">Plus</p> <p>(iii) Proficiency in Computer Applications.</p> <p>Age: Not exceeding 30 years.</p>
LA	Laboratory Attendant	01-PWD (HH)	<p>Essential:</p> <p>Intermediate (10+2) or equivalent with science subjects from a recognized Board.</p> <p>Desirable:</p> <p>Two (2) years of experience in any reputed science laboratory.</p> <p>Age: Not exceeding 30 years.</p>
JPA	Junior Professional Assistant	01-PWD (HH)	<p>Essential:</p> <p>(i) Bachelor's degree in Library Science/ Library & Information Science. Plus</p> <p>(ii) Two (2) years of relevant experience in a University/ College Library.</p> <p style="text-align: center;">(OR)</p> <p>(i) Master's Degree in any discipline with a Diploma in Library Science. Plus</p> <p>(ii) Two (2) years relevant experience in a University / College Library.</p> <p>Desirable:</p> <p>(i) Four (4) years of post-qualification experience in the field of Library & Information Science.</p> <p>(ii) Knowledge of library automation software.</p> <p>(iv) One year course in computer applications.</p> <p>Age: Not exceeding 30 years.</p>

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LIA	Library Attendant	01-PWD (HH)	Essential: (i) SSC or equivalent examination from any State/ Central Education Board. (ii) Certificate in Library Science/ Library & Information Science from any recognized institute. Desirable: Computer course of 6 months duration from any recognized Institute. Age: Not exceeding 30 years.
HA	Hospital Attendant	01 (OBC)	(i) SSC or equivalent with science subjects from any State / Central Board Plus (ii) Two (2) years of experience in a recognized hospital or a clinic of repute. Age: Not exceeding 30 years.

1. ONLINE SUBMISSION OF APPLICATION:

The applicant has to submit his/her application online and also send a hard copy of the application with relevant enclosures to the address mentioned below at Point No.2.7.

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|------|--|
| 1.1) | The last date for receipt of filled-in applications is by 5.00 p.m on <u>30.04.2019</u>.
Hard copies of the filled-in applications <u>will not be</u> accepted in person. |
| 1.2) | Pay and allowances are admissible to the employees of the University in accordance with the rules of the Government of India/UGC as amended from time to time |

2. **PAYMENT OF REGISTRATION FEE AND SUBMISSION OF FILLED-IN APPLICATIONS:**

The hard copy of filled-in application (for each post with separate Registration Fee) should be submitted so as to reach the University on or before the due date with the following requirements :

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|-------|--|
| (2.1) | <p><i>Separate application along with a separate Registration fee must be submitted if a candidate wants to apply for more than one post.</i></p> <p><u>Mode of Payment :</u></p> <p><u>Registration fee for Group B & Group C posts</u> (Non-refundable):Rs.500/- for candidates belonging to 'General, OBC and TG (Third Gender)' categories and Rs. 150/- for candidates belonging to '<u>SC/ST/PwD/</u>' categories & Women candidates.</p> <p>Applicants may transfer the requisite amount of fee through link provided in the online application, in the following manner.</p> <p>i) Click on the link given in the application to make Payment Online-</p> <p>ii) The on-line payment link will be active till 22.04.2019.</p> <p>iii) Ref. No. should be generated and payment process should be completed on or before 22.04.2019.</p> |
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	<p>iv) Application will become open to fill in further information after 3 (Three) working days of making payment. Online application closes on 25.04.2019.</p> <p>v) Hardcopies of filled in application together with all enclosures should be sent by post by: 30.04.2019 to the address given at 2.7.</p> <p>vi) Candidates are advised to complete entire process before the due dates given above to avoid delay and last minute rush</p>
2.2)	Full signature of the applicant has to be appended at the appropriate place in the hard copy of the application, failing which the application shall not be considered.
2.3)	Paste (<u>do not staple/pin</u>) a recent passport size colour photograph in the space provided for in the top right hand corner of the first page of the application.
2.4)	Enclose <u>legible self-attested copies</u> (not originals) of the certificates to the application in support of category, date of birth, qualifications and experience, etc., furnished in the application. Mark ' Enclosure Sl.No. _____ ' (as mentioned/filled in the application) at the top right hand corner of each copy of the certificate/document enclosed with the application.
2.5)	All papers/complete set of the application (including the enclosures) shall be securely fastened with tag at the top left hand corner.
2.6)	Applicants employed in Government/Autonomous bodies/ Universities/PSUs should ensure that the endorsement of the employer is complete in all respects on the last page of the application. Hard copies of their applications should be forwarded through proper channel along with vigilance clearance and integrity certificates, failing which their applications shall not be considered.
2.7)	<p>Finally, after attending to the requirements mentioned at 2.1 to 2.6 above, send a hard copy of the application through courier/post [<i>please super scribe the name of the post applied for on the top left corner of the envelope containing the application</i>] so as to reach on or before 30.04.2019 by 5.00 pm to the :</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>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.</p> </div> <p>NOTE: <u>In case the applicant is in service</u> and delay is expected in getting the endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, directly to the University.</p> <p>If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' obtained from his/her employer to the University at the time of interview.</p>

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3. SPECIAL INSTRUCTIONS TO CANDIDATES APPLYING FOR PWD POSTS:	
3.1)	Only such persons who have not less than 40% of relevant disability are eligible to be considered as per the persons with Disabilities (Equal opportunities, Protection of Rights & Full participation) Act, 1995.
3.2)	Visually handicapped candidates with disability of forty percent and above can avail the assistance of a SCRIBE for the written examination provided by the University, subject to such requests is made in the application form. Question papers and answer sheets will not be provided in Braille.
3.3)	Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One-eyed candidates and partially blind candidates who are able to read the normal question paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of a magnifying glass will be allowed to use the magnifying glass in the examination hall and will not be entitled for a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
3.4)	The 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 of the same in English or Hindi along with the photo copy of the certificate in local language.
3.5)	Persons who are otherwise qualified to hold clerical posts but are certified as being 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. For this purpose, such candidates are required to produce a medical certificate in the prescribed format from the medical authorities. The term 'Physically Handicapped Persons' does not cover those who are visually handicapped or who are hearing handicapped but covers only those, whose physical disability permanently prevents them from typing.
3.6)	<i>The upper age limit is relaxable upto 10 years for PWD candidates plus 5 years for PWD's belonging to SC/ ST category and upto 3 years for OBC category. Any other age relaxation shall be as per Government of India guidelines.</i>
3.7)	The Competent Authority may extend age relaxation to those working in the University in Regular/Adhoc/Temporary/Contract/Outsourcing basis.
3.8)	Caste Certificate: The candidates should clearly state to which category they belong. They should also enclose a certificate issued by M.R.O. / competent authority as proof to this effect, without which the applications will not be considered.
3.9)	If the SC/ST/ OBC and Disability certificates are in a language other than English/ Hindi, the candidates are required to submit a self-certified translated copy of the same in English or Hindi.

4. General Conditions:	
4.1)	Applications should be submitted well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
4.2)	The prescribed qualifications and experience are minimum required and the mere fact that a candidate possesses the same will not entitle him/her for being called for Test/Skill Test/Interview (wherever interview is applicable). The University reserves the right to restrict the no. of candidates admitted for interview/test to a reasonable number, on the basis of qualifications and/or experience <u>higher than the minimum prescribed</u> . Call letters to attend test/interview will be sent only to the short-listed candidates by Email or SMS or Speed Post or Registered Post or Courier. No correspondence will be made with applicants who are not short-listed/not called for test/interview.
4.3)	Those who are joining the University service on or after 1st January 2004 are covered under New Pension Scheme. However, employees who entered in service before 31.12.2003 and who were governed by the CCS (Pension) Rules, 1972 – shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to fulfillment of the conditions prescribed.
4.4)	Canvassing in any form on behalf of any candidate shall render such candidate, liable for disqualification.
4.5)	Selection will be made on the basis of candidates' previous track record and their performance in the Test/skill test (wherever applicable).
4.6)	The eligibility of candidates will be determined on the basis of qualifications/experience acquired by them till the last date fixed for receipt of applications.
4.7)	Applications incomplete in any respect will not receive any consideration at all.
4.8)	All disputes are subject to Hyderabad jurisdiction & Amendments, corrigenda if any, shall be placed on the University website only.
4.9)	The University shall verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are fake, then his/her services shall be terminated and disciplinary/criminal proceedings will be initiated.
4.10)	University reserves the right to cancel the notification / recruitment process at any stage without assigning any reasons and registration fee paid shall not be refunded and also reserve the right to increase / decrease the vacancies at the time of final selection.
4.11)	The application should be forwarded by the respective controlling officer along with the No Objection Certificate on the Application itself.


(P.SARDAR SINGH)
REGISTRAR

Place: Hyderabad

Date: 18.03.2019.