



IoE-Directorate
प्रतिष्ठित संस्थान-निदेशालय
University of Hyderabad
हैदराबाद विश्वविद्यालय
Gachibowli, Hyderabad – 500046
गचीबोवली, हैदराबाद - ५०००४६



प्रतिष्ठित संस्थान
INSTITUTION OF EMINENCE
राष्ट्रीय अपेक्षाएँ, वैश्विक मानक
National Needs, Global Standards

Date: 24-02-2021

Advertisement for the position of Senior Secretary to the IoE Directorate on Contractual basis

Applications are invited in the prescribed format from the retired persons for the position of Senior Secretary to the IoE Directorate on Contractual basis at University of Hyderabad.

The details of the position required is given below :

Name of the Position	Senior Secretary to IoE Directorate
Essential Qualifications & Experience	Master's Degree in any discipline from a recognized University and 10 years of post-qualification experience in Stenographer / Personal Assistant / Private Secretary in the Central/State Government/ Autonomous Organizations/ Universities/ Public sector undertakings& reputed Organizations
Technical Qualifications	Shorthand and Typewriting Higher grade.
Desirable	<ul style="list-style-type: none">• Should have above 20 years of experience as Stenographer / Personal Assistant or Secretary at Managerial Level in the Central/State Government/ Autonomous Organizations/ Universities/ Public sector undertakings& reputed Organizations• Should have experience in handling projects like UGC/DST/ DBT etc.• Should have excellent communication skills and proficient in advance Computer skills
Job Description	<ul style="list-style-type: none">• Organizing the files and necessary paperwork of the IoE Directorate;• Preparation of Drafts, Notes and Reports when necessary;• Communicating and liaising with various sections of the University• Arranging meetings of the Directorate with any officer(s) of the University
Consolidated Emoluments	Rs. 67000/- per month
Tenure	Tenure of the appointment is for a period of one year initially and is extendable based on the performance and requirement of the position as per the availability of budget
Age limit	Not Exceeding 65 years

Other Details:

- The University reserves the right to reject or accept any or all the applications received without assigning any reason
- Application through emails/or Walk-Ins are NOT ALLOWED
- The short-listed candidates would have to appear for an interview on the date and time intimated to them. Intimation will be sent via email.
- No TA / DA will be paid for attending the interview.

Eligible candidates may apply in the prescribed format (enclosed) to The Director, Institution of Eminence, IoE Directorate, Dr. Zakir Hussain UPE Lecture Hall Complex, University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad -500046. The applications should reach the above address on or before **18th March 2021 (Thursday)**. Application received after the last date of submission will not be considered.

Director, IoE