

University of Hyderabad
School of Chemistry
UGC Networking Resource Centre

No. UH/Chem/NRC/Recruitment/2019-20/PS1

Dated: June 06, 2019


Advertisement for the recruitment of project staff

Sl. No.	Designation	No. of posts	Job description	Age limit (Yrs.)	Qualification & Experience		Consolidated Honorarium p.m. (Rs.)
					Essential	Desirable	
1	Project Associate (Technical)	1	Operation and maintenance of sophisticated analytical equipment; Procurement of Instruments; other related duties	38	1. M.Sc. in Chemistry or related physical or biological sciences 2. 10 years of experience in maintaining and operating sophisticated equipment;	Research Experience with good record (publications etc.) in Chemistry or related sciences ; Experience in Procurement of Instruments ;	48700.00
2	Project Associate (Admin.)	1	Maintenance of accounts, computer database, Centre website etc.; organization of academic programs / workshops of the Centre.	36	1. MCA; Knowledge of common computer software 2. 5 years of experience related to job description;	Knowledge of accounting software; Experience in organization of academic programs / workshops; Knowledge of SFACTS	35000.00
3	Project Assistant (Technical) -I	2	Operation of analytical instruments of different kinds and assistance in laboratories	35	M. Sc. in Chemistry or related physical or biological sciences	5 years of experience related to job description;	28000.00
4	Project Assistant (Technical)-II	1	Assisting the instrument operators and School laboratories	28	B. Sc. in Chemistry or related sciences	2 years of experience related to job description;	15000.00

Tenure: One year (may be extended based on the status of the project); the position does not carry any assurance of regularisation and the person appointed cannot claim any transfer to other schemes, projects etc. or permanent placement in the University. Any renewal will require open selection again through due process.

Honorarium: Consolidated; no additional allowances will be provided.

Age relaxation: 5 years (for SC/ST candidates), 3 years (for OBC candidates)


 S.K. Dan
 Coordinator
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Terms and Conditions:

1. The candidates should bring all original certificates of educational qualification (from SSC onward), experience and caste along with a recent passport size photo and a set of Xerox copies duly attested, while attending the interview.
2. The prescribed qualification and experience are the minimum and the mere fact that a Candidate possesses the same will not entitle him/her to be called for test/interview.
3. The Appointing Authority reserves the right to restrict the candidates to be called for test/interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed.
4. Candidates belonging to the SC/ST/OBC/PH categories must submit the recently attested Xerox copies of the relevant Caste/PH certificates from the concerned competent authorities as prescribed by the Government of India. If no copies of such certificates are sent the applications will not be considered under the reserved categories.
5. Candidates submitting false Caste/Community/PH certificates for screening eligibility and/or obtaining privileges (if any) including free travel for appearing for test/interview will be liable not only for rejection of his/her candidature for the particular recruitment for which he/she applied, but also for action to be taken against him/her as per Government of India rules.
6. Candidates already in service in Central/State Government/Quasi Government/Autonomous bodies / Organizations and other institutions should apply through proper channels. They will not be admitted for test/ interview if they fail to produce a "No Objection Certificate" from their Employer at the time of test/interview.
7. Selection will be made on the basis of the candidate's previous record and their performance in the written test and/or trade/skill test and/or interview as may be prescribed by the University.
8. Decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test, allotment of posts to selected candidates etc., will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this matter.
9. The appointing authority has the right to cancel, accept or reject any application without giving any reasons or notice/information thereof.
10. Age and experience will be reckoned as on **Jan 31, 2019**. The maximum age limit is relaxable as per Government of India Rules subject to production of requisite certificate in respect of SC/ST/OBC/PH/Ex-Servicemen. Age relaxation will be given to in-service candidates as per Government of India Rules.
11. The selected candidates for the post cannot claim benefits to the permanent employees and has no right to claim regular employment in the University under any circumstances.
12. Canvassing in any form and trying to use influence or unfair means will disqualify such candidates from the selection.
13. No TA/DA will be paid to the candidates appearing/called for the test/interview.


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INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

Applications must be neatly typed/ written on A-4 size paper giving full personal details in the following sequence:


- 1) Post Applied For:
- 2) Full Name (in block letters)
- 3) Father's Name
- 4) Date of Birth and Age (as on Jan 31, 2019)
- 5) Gender
- 6) Address for communication and permanent address
- 7) Email address, Phone number, Mobile phone
- 8) Whether belongs to SC/ST/OBC/PH/UR
- 9) Educational qualifications from SSC onwards (% mark / grade, Institution, Board/University, Year)
- 10) Technical qualifications (if any)
- 11) Experience (if any)
- 12) Present Position (if working)


The **completed and signed** application with a passport size photograph affixed and duly attested, accompanied by attested copies of necessary certificates should reach "**The Coordinator, UGC Networking Resource Centre, School of Chemistry, University of Hyderabad, Hyderabad 500046**" on or before **June 21, 2019**. The University will not be responsible for any postal delay at any stage.

Applications which are incomplete or illegible or unsigned or without the required attachments and applications received after the prescribed last date will summarily be rejected and no further correspondence in this regard will be entertained.

Interview will be held at the School of Chemistry, University of Hyderabad, Hyderabad 500046. Candidates selected for interview will be informed the date of interview at least 1 week in advance only through email / speed post.

Coordinator
UGC Networking Resource Centre
School of Chemistry, University of Hyderabad,
Hyderabad 500 046


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