

**UNIVERSITY OF HYDERABAD**

हैदराबाद विश्वविद्यालय

**P.O. Central University, Gachibowli, Hyderabad**

(Website: www.uohyd.ac.in)

**EMPLOYMENT NOTIFICATION FOR PERSONAL ASSISTANT  
(on Deputation basis)****Advt. No. UH/Rectt./2019-05 dated 26.08.2019**

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites applications from Indian Nationals for the following Group 'B' Non-Teaching position on Deputation basis:

The details of the position viz. Qualification 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.	<b>Group B</b> <b>Personal Assistant</b> <b>Post Code PA</b>	<p>A Graduate from recognized University and certificate in shorthand (Lower Grade) and certificate in Typewriting (Lower Grade) from a recognized Technical Board along with –</p> <ul style="list-style-type: none"><li>➤ Officers holding analogous post on regular basis or with Five (5) Years of regular service in Level-4 of Pay Matrix (Pre-revised PB-2 with GP of Rs. 2400) or equivalent from the Government Department or Universities/ Educational/ Research/Teaching Institutions.</li><li>➤ The incumbent should possess an aptitude for drafting/noting in English knowledge of shorthand and typewriting, adequate exposure in handling computer operation such as usage and operations of P.C. word processing, internet and e-mailing.</li></ul>	56	Level 6 Rs.35,400 – 1,12,400/-	5

**Note:**

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

### **General Information:**

Allowances admissible to the employees of the University in accordance with the rules of the Government of India/UGC which may change from time to time.

#### **REGISTRATION FEE AND SUBMISSION OF FILLED IN APPLICATIONS:**

Application Form shall be filled in by the applicant and sent to the University as under:

Affix full signature on the application (hard/print copy) - This is treated as original application.

**Registration fee** : A crossed Demand Draft for Rs. 500/- for candidates under 'General/OBC/TG' categories, or Rs.150/- for candidates under 'SC/ST/PWD' categories, drawn **in favour of the Finance Officer, University of Hyderabad, payable at Hyderabad** should be sent with the application towards registration fee (non-refundable). The Demand Draft must be placed/ tagged **at the top** of the application.

Please write the name of the post applied for and your name and full postal address on the backside of the DD without fail.

1. **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. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/or experience higher than the minimum prescribed.
2. **Pay & Allowances:** Besides pay in Pay Level, carries allowances at par with Central Government employees wherever applicable posted at Hyderabad.
3. 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.
4. 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.
5. Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
6. University of Hyderabad reserves the right not to fill up the post, if it so desires.
7. Only Indian Nationals need apply.
8. No interim correspondence will be entertained.
9. Canvassing in any form will be treated as disqualification for the post.
10. In case of any clarifications candidates can send email to [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)
11. 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.

12. Applicants willing to apply for more than one post must submit separate application form for each of the posts.
13. 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.
14. The eligible candidates may apply in the prescribed format (enclosed) duly following the instructions. The applications should reach by **5 p.m. on 30th September, 2019** to the following address:

**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.**

15. The selection is initially for a period of two years and extendable on satisfactory performance and they would not be entitled for absorption in regular service or made permanent, merely on the strength of such continuation.
16. Vacancies may increase or decrease at the time of final selection.
17. The deputation will be governed by the terms and conditions contained in the DoPT's O.M. No. 6/8/2009-Estt. (Pay.II), dt. 17.06.2010 and O.M. No. 2/6/2016-Estt. (Pay-II), dt. 17.02.2016, as amended from time to time.
18. The deputationists are not eligible for permanent absorption or promotion in University.
19. 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:
  - (a) No Objection Certificate on the Application itself.
  - (b) Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2019.
  - (c) Integrity Certificate.
20. Vigilance Clearance certifi The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/or experience higher than the minimum prescribed.
  - (d) ate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
  - (e) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
  - (f) Self-attested copies of certificates in support of educational qualifications
  - (g) Applications received directly or without copies of APAR/ACRs will NOT be entertained.

Place: Hyderabad  
Date: 26.08.2019

  
**(P. Sardar Singh)**  
Registrar

**Application Form for Group 'B' Non-Teaching positions  
Personal Assistant (on Deputation)**

State whether the application is Original / Advance Copy

**University of Hyderabad**

Non-teaching Recruitment advt. dt. 26.08.2019

**Registration  
Number**  
(For Office use only)  
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Paste your  
recent passport size  
photograph here

(1) Name of the post / position applied for:

**Personal details :**

Sl.No. of  
proof  
enclosed

(2) Candidate's full name (including Surname / Family name) (in Capital Letters)

(3) Date of birth

Day

Month

Year

Age as on  
30-09-2019:  
dd/mm/yy

(4) Father's name

(5) Nationality

(6) Gender (Male / Female)

(7) Community  
(SC/ ST/OBC/PWD/General)

(8) If the Applicant is physically disabled person, the relevant particulars may please be mentioned :

If applicable,  
write 'yes'

Percentage of  
disability

Sl.No. of  
proof  
enclosed

(a) Blindness or low vision :

(b) Hearing impairment

(c) Locomotor disability or cerebral palsy  
(Includes all cases of Orthopaedically handicapped)

<b>(9). Educational Qualifications</b> (the applicants may attach separate sheet if required)								
	Name of the Course passed / Main subject	Name of the Board / University	Month & Year passed	Class	% of Marks	CGPA (if grading is applicable)	Subjects studied	Sl.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
SSC / 10 <sup>th</sup> Class or Equivalent								
Intermediate / equivalent								
Bachelor's degree								
Master's degree								
If any..								

<b>10. Experience (Including present position/employment)</b>						
Designation & scale of pay	University / Institution	Period of Experience			Nature of work/duties being performed	Sl.No. of proof enclosed
		From date	To date	No. of years / months / days <u>As on 30.09.19</u> <i>(Convert 12 months into 1 year, 30 days into 1 month)</i>		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

**11) Present position :**

Present Post	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay /Total Salary p.m. (Rs.)	Increment date Date/Month /Year	Sl.No. of proof enclosed

**12) Names & complete postal addresses of 2 referees :**

Referee-1	Referee-2
<b>Email:</b>	<b>Email:</b>
<b>Phone with STD Code:</b>	<b>Phone with STD code:</b>
<b>Mobile Ph:</b>	<b>Mobile Ph:</b>

**13) Candidate's Name & Address for correspondence :**

	Mailing address	Permanent address
Name		
Address with PIN CODE		
<b>Email:</b>		
Phone No. (with STD code)		
Mobile No.		

**(14) Declaration**

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date : \_\_\_\_\_

Signature of the applicant

**(15) Endorsement by the Employer**

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in permanent or temporary capacity)

**Forwarded to the University of Hyderabad, India :**

The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_,  
who has submitted this application for the post of \_\_\_\_\_ in  
the University of Hyderabad, has been working in this organization namely  
\_\_\_\_\_ in the post of \_\_\_\_\_ in a  
temporary / permanent / contract capacity with effect from \_\_\_\_\_ in the Pay Level of  
Rs. \_\_\_\_\_. He / She is drawing a basic pay of Rs. \_\_\_\_\_.  
His / Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Central University of Andhra Pradesh.

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**(Signature of the forwarding officer)**

Name: \_\_\_\_\_

**SEAL**

Designation: \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_