



**UNIVERSITY OF HYDERABAD**  
**हैदराबाद विश्वविद्यालय**  
**P.O. Central University, Gachibowli, Hyderabad**

**No: UH/Rectt/2018-02**

**Date: 23-01-2018**

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites **online** applications for the post of **SECTION OFFICER (on deputation basis)** in Human Resource Development Centre.

The details of the position, Qualifications and experience are as follows:

Name of the Post	Eligibility	Pay Band with Grade Pay (as per VI CPC/UGC norms)	No. of Posts
<b>Section Officer</b>  <b>Post Code: SO</b>	A Graduate from recognized University along with: -  Officers holding analogous post in regular basis or with Six (6) Years of regular service in PB-2; GP of Rs.4,200/- from the Government Department or Universities / Educational /Research /Teaching Institutions.	PB-2; Rs. 9300-34800/- Grade Pay 4600/- (Pay Scale is under revision)	1 (UR)

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

**Age limit:** Maximum age limit to apply for the position – **56 years**

**Tenure of Deputation:** 2 years, extendable as per the GoI norms subject to satisfactory performance.

- 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 **29-01-2018** for filling online applications. The online payment link closes on **28-02-2018**. However the online application interface for filling the form to all such candidates who had made payment till **28-02-2018** will be available till **05-03-2018**.
- Application Fee:** There will be an application fee of (Non-refundable) Rs.500/- (Rupees Five Hundred only) for candidates belonging to General, OBC and TG(Third Gender) categories and Rs. 150/-(rupees One Hundred and Fifty only) for candidates belonging to 'SC/ST/PwD/ categories & Women candidates **(even if the post is not reserved for these categories).**

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

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

4. 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 **09-03-2018**.

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

6. **Pay & Allowances:**

Besides pay in pay band and grade pay, carries allowances at par with Central Government employees wherever applicable posted at Hyderabad.

7. **Additional information for the candidates applying for deputation posts:**

1. 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.
2. The deputationists are not eligible for permanent absorption or promotion in University.
3. 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 31.03.2017
  - (c) Integrity Certificate
  - (d) Vigilance Clearance certificate 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.
4. Applications received directly or without copies of APAR/ACRs will NOT be entertained.

5. 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.

**8. Other conditions/instructions:**

- a. All the correspondence (call letter etc.) will be made through Email and Speed Post. Therefore all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from this University.
- b. Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
- c. University of Hyderabad reserves the right not to fill up the post, if it so desires.
- d. Only Indian Nationals need apply.
- e. No interim correspondence will be entertained.
- f. Canvassing in any form will be treated as disqualification for the post.
- g. In case of any clarifications candidates can send email to [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)
- h. 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.

**Important Dates:**

S. No.	Details	Date
01.	Online application process begins on Online Link - <a href="http://jobs.uohyd.ac.in/online">http://jobs.uohyd.ac.in/online</a>	29-01-2018
02.	Payment link closes on	28-02-2018
03.	Application 'Online' will be open till	05-03-2018
04.	Last date for sending applications by Speed Post/Courier. <b>Note: Hard copies of filled-in applications will not be accepted in person.</b>	09-03-2018

Date: 23-01-2018

**REGISTRAR**