

**DR.B.R.AMBEDKAR OPEN UNIVERSITY**  
**PROF.G.RAM REDDY MARG, ROAD NO.46, JUBILEE HILLS, HYDERABAD**

Notification No.30/PR/BRAOU/Estt./A.IV/2013

Date: 01 -02-2013.

Applications are invited from the eligible candidates in the prescribed form for the following post in the University service so as to reach the undersigned on or before 4.00 PM on 15-02-2013

Sl.No	Name of the Post	No. of posts	Post reserved For	Maximum Age limit	Scale of pay in RPS-2010
1.	DATA ENTRY OPERATOR	01	O.C	34	Rs.8,440 - 24950

**NOTE:-**

1. The above post carries D.A, H.R.A & C.C.A as per the University Rules.
2. Age limit does not apply to the employees of this University.
3. Preference will be given to the experienced candidates.
4. The above post will come under contributory pension scheme as per the Government Rules.
5. Canvassing in any form is disqualification of the application.
6. The University reserves the right to fill or not to fill or re-advertise the above post if the circumstances so warrant

**Qualifications for the post of Data Entry Operator**

- i) A Bachelor's Degree of a Recognized University.
- ii) A pass in Certificate course in Data Entry Operation or three years experience as Data Entry Operator.

- Desirable:**
- a) 40 words per minute of Typing (English) Speed.
  - b) Knowledge in Distance Education
  - c) Knowledge of Telugu

The application form can be download from the University Website ([www.braou.ac.in](http://www.braou.ac.in)) and filled in form along with attested copies of certificates in support of Date of Birth, qualifications, experience etc., should reach the undersigned on or before 4.00 PM on 15-02-2013 along with Registration Fee of Rs.200/- (Rupees Two hundred only) through a crossed Demand Draft drawn in favour of the Registrar, Dr.B.R.Ambedkar Open University, Payable at Hyderabad.

CANDIDATES SHOULD SUBMIT THE APPLICATION IN THE FORMAT PRESCRIBED BY THE UNIVERSITY. APLICATIONS SUBMITTED IN OTHER THAN THE PRESCRIBED FORMAT AND WITHOUT REGISTRATION FEE WILL BE REJECTED.

**Sd/-**  
**REGISTRAR**

- GENERAL:**
1. The application giving full particulars regarding academic qualifications, experience from the Head of the Institution where the applicant is now serving or has served last attached to each application should reach the **Registrar, Dr.B.R.Ambedkar Open University, Prof.G.Ram Reddy Marg, Road No.46, Jubilee Hills, Hyderabad – 500 033.**
  2. Attested copies of Certificates, Degree, testimonials etc., in support of Date of Birth, Educational Qualifications and experience should be enclosed to the application and the originals thereof should be produced at the time of interview.
  3. Qualified candidates for the above posts will have to appear for a test in Typewriting on computer. On the basis of the results of the test, a merit list of the candidates qualifying for interview will be drawn up. The final selection for appointment will be made on the basis of aggregate mark obtained by the candidates in the test and interview.
  7. Preference will be given in case of internal candidates who fulfill the eligibility criteria.
  8. Candidates already in employment must submit their applications through their employer. They may however send one copy of the prescribed application in advance to avoid delay. Candidates should be prepared to appear for interview at their own cost, if called for.
  4. Applications, which do not confirm to the above mentioned conditions, are liable to be rejected. Furnishing of false information or suppression of any factual information in the application form would be disqualification and even if it comes to the notice at any time during his/her services, are liable to be terminated. Canvassing in any form, by the candidate himself/herself or on behalf of the candidates is prohibited.
  5. The candidates selected in this recruitment will be covered by Contributory Pension Scheme only as per the G.O.Ms.No.655, Fin.(Pen-I) Department, dt.22-09-2004.

The filled in application form received after **4.00 p.m. on 15-02-2013** will be rejected. The University will not be responsible for any postal delay.

**R E G I S T R A R**



8. Details of Educational Qualifications

Sl. No.	Examination Passed	Year of passing	Name of the Institute / Board / University	College / University	Division / Class with percentage of marks

9. Details of technical and other examinations passed

Sl. No.	Examination Passed	Year of Passing	A.P.S.C/Board/University Institution	Division/Class with percentage of marks

10. Languages Known ;.....

11. a) Details of Present Employment :.....

b) Date of Joining :.....

c) No. of years of Service :.....

12. State details of present Salary :

i) Pay Scale Rs. ....

ii) Present basic pay Rs.....

iii) D.A. etc. Rs.....

**12. DECLARATION TO BE SIGNED BY THE APPLICANT**

I hereby declare that all the entries in this application are true to the best of my knowledge and belief.

**Signature**

Date :  
Hyderabad.