

UGC CELL, Faculty Research Promotion Schemes
University of Hyderabad

UGC-CELL/FRPS/2013/10/15-1

Date: Oct 15, 2013

Advertisement for the recruitment of project staff

Sl. No.	Designation	No. of posts	Job description	Age limit (Yrs.)	Qualification		Consolidated Honorarium p.m. (Rs.)
					Essential	Desirable	
1	Project Assistant Admin. (P1)	1	Maintenance, monitoring and updating of website, handling of online applications, which include compilation of the database of the received and recommended applications, responding electronically to the routine queries, etc.	30	MCA with minimum of 60% marks	Past experience in handling online applications and website creation, modification and maintenance	18,000/-
2	Project Assistant Admin. (P2)	1	Maintenance of accounts, purchase of items, running databases, secretarial assistance, maintenance of electronic and hard copies of files, correspondence with UGC	30	MSc/MCA/MCom with minimum of 60% marks.	Knowledge of accounting, word processing and database software	15,000/-

Tenure: One year (may be extended considering the status of the project and performance of the candidate). The positions are purely temporary and cannot be regularized. The person appointed cannot claim any transfer to other schemes, projects etc. or permanent placement in the University.

Honorarium: Consolidated; no additional allowances will be provided.

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

.... continued 2

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 University 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. The University reserves the right to relax any of the qualifications, experience, age etc., in exceptional cases, in respect of all posts on the recommendations of the Selection Committee/Screening Committee.
5. The number of posts indicated above is tentative. The University reserves the right to increase/decrease the number of posts at the time of selection and appointment. The University is not liable to compensate the applicant for any consequential damage/loss thereof.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. The appointment authority has the right to cancel, accept or reject any application without giving any reasons or notice/information thereof.

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12. Age and experience will be reckoned as on October 31, 2013. 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.
13. 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.
14. Canvassing in any form and trying to use influence or unfair means will disqualify such candidates from the selection.
15. No TA/DA will be paid to the candidates appearing/called for the test/interview.

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 October 31, 2013)**
- 5) Address for communication and permanent address**
- 6) Email address, Phone number, Mobile phone**
- 7) Whether belongs to SC/ST/OBC/PH/UR**
- 8) Educational qualifications from SSC onwards (% mark / grade, Institution, Board/University, Year)**
- 9) Technical qualifications (if any)**
- 10) Experience (if any)**

The completed and signed application with a passport size photograph affixed and duly attested, accompanied by attested copies of necessary certificates should reach the **National Coordinator, UGC Cell, Faculty Research Promotion Schemes, School of Chemistry, University of Hyderabad, Hyderabad 500046** on or before **October 31, 2013**.

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. Tel. No. 040-23134902. Candidates short-listed for interview will be informed of the date of interview at least 1 week in advance by email.

National Coordinator
UGC CELL, Faculty Research Promotion Schemes
School of Chemistry, University of Hyderabad, Hyderabad 500 046