



**UNIVERSITY OF HYDERABAD
CENTRE FOR WOMEN'S STUDIES**

No. UH/CWS/2013-14/

Date: 19/11/2013

EMPLOYEMENT NOTICE

The Centre for Women's Studies, University of Hyderabad invites applications from the eligible candidates in the prescribed application form for the following Non-teaching positions at **Centre for Women's Studies** purely on temporary & tenure basis sanctioned by the University Grants Commission during XIIth Plan period.

[A] Details of Posts:

| S.No | Name of the Post | No. of Posts | Roaster Points | Pay Scale* |
|------|---------------------|--------------|-----------------------|--------------------------------|
| 01 | Data Entry Operator | 02 | 01- General 01- ST | Rs. 5,200 – 20,200 (GP-2,400) |
| 02 | Office Attendant | 01 | 01- SC | Rs. 5,200 – 20,200 (GP- 1,800) |

*2006 UGC Pay Scales

[B] Eligibility Criteria:

| | |
|-------------------------|--|
| 01) Data Entry Operator | Minimum Qualifications: 1) First class graduate degree with three years of experience in Data Entry and Word Processing. |
| 02) Office Attendant | Minimum Qualifications: 1) S.S.C Pass with three years of experience. |

[C] TERMS & CONDITIONS :

1. Since all the above posts are sanctioned by the University Grants Commission for Centre for Women's Studies & Development of University during XIIth Plan period, the appointment will be purely on temporary & tenure basis presently for a period of one year
2. The Upper age limit is 34 years. The upper age limit is relaxable to the candidates belonging to the Scheduled Caste / Scheduled Tribe – 5 Years; b) Other Backward Class – 3 Years. & Physical handicapped (PH)- 10 years
3. Applications should be in the prescribed form.
4. Attested copies of certificates in evidence of age, community, educational qualifications and experience should be enclosed with the application.

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5. Original certificates should be produced at the time of interview for verification.
6. The name of the post applied has to be superscripted on the envelope.
7. The University reserves the right to relax any of the qualifications, age & experience, etc. in the case of deserving candidates or those who are already possessing experience in similar positions in the University.
8. Applicant shall not be entitled for any reimbursement in terms of TA/DA towards attending the interview.
9. The filled in applications with relevant documents may be sent to the **Director, Centre for Women's Studies, University of Hyderabad, Gachibowli, Hyderabad-500 046** on before **December 20, 2013**

K. Suneetha Rani
(K. Suneetha Rani) 19/11/13

Prof. K. Suneetha Rani
Director
Centre for Women's Studies

Director
Centre for Women's Studies
University of Hyderabad
Hyderabad-500 046.



**UNIVERSITY OF HYDERABAD
CENTRE FOR WOMEN'S STUDIES**

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR / OFFICE ATTENDANT (MTS)

1. **Post Applied for** : Data Entry Operator/ Office Attendant (MTS)
2. **Name of the Applicant** : _____
3. **Address** : _____

4. **Mobile Number** : _____
5. **Email Id** : _____
6. **Parent/s Name** : _____
7. **Date of Birth** : _____ **Age** _____
8. **Category** : _____

9. Educational Qualifications

| S No. | Name of Exam Passed | Name of the Institution/ University/Board | Month& Year of Exam passed | Mark s Secured | % of marks secured | Class/ Division declared |
|-------|---------------------|---|----------------------------|----------------|--------------------|--------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

10. Previous Experience:

(Furnish details such as name and nature of the post, number of years, name and nature of the organisation/institution etc.)

Date: _____

(Signature of the Candidate)