



# University of Hyderabad

(A Central University established in 1974 by an Act of Parliament)

P.O. Central University, Prof. C.R. Rao Road,  
Gachibowli, Hyderabad-500 046, A.P.



## **EMPLOYMENT NOTIFICATION**

**Advt. No. UH/HR/Rectt-2013/01 dt. 13<sup>th</sup> February 2013.**

The University invites applications in the prescribed format from Indian citizens for the following positions:

### **DEPUTY REGISTRAR – 4**

(Three regular [GE-2; OBC-1] and another on deputation basis)

Complete details regarding format of application, qualifications, particulars of fee, experience, etc, are available on University website: [www.uohyd.ac.in](http://www.uohyd.ac.in).

**Place: Hyderabad**

**Date : 13<sup>th</sup> February 2013**

**Sd/-  
Registrar**



**UNIVERSITY OF HYDERABAD**  
 (A Central University established by an Act of Parliament)  
 Prof. C.R.Rao Road, P.O. Central University Campus, Gachibowli,  
 Hyderabad - 500 046 (A.P.), India.

**Advt. No. UH/HR/Rectt-2013/01 dt. 13<sup>th</sup> February 2013.**

**1.0.0 ) NOTE:**

**SUBMISSION OF APPLICATION for the post of  
DEPUTY REGISTRAR**

The applicant has to submit his/her application (hard copy) with relevant enclosures and send to the address mentioned below at point 2.11.0.

1.1.0)	<b>Essential qualifications / experience : As mentioned at 7.0.</b>
1.2.0)	<b>The last date for receipt of filled-in applications by the University is 25<sup>th</sup> March 2013, 5.00pm, by all means.</b>
1.3.0)	Allowances are 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.
1.4.0)	The qualifications and other conditions prescribed in the present advertisement are subject to regulations/norms stipulated by the MHRD/UGC which may change from time to time.

**2.0.0 PAYMENT OF REGISTRATION FEE & SUBMISSION OF FILLED-IN APPLICATIONS:**

The duly filled-in application shall be submitted by the applicant so as to reach the University on or before the due date mentioned in this advertisement with the following requirements :

Affix full signature on the application form.

2.1.0)	<b>Registration fee</b> : A crossed Demand Draft for Rs. 1000/- for candidates under 'General' and 'OBC' categories, or Rs.300/- for candidates under
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	<p>‘SC/ST/PWD’ category (<b><i>whether the post is reserved for these categories or not</i></b>), or Demand Draft for U.S. \$ 30 (U.S. Dollars), for candidates applying from abroad and wish to pay the amount in foreign currency, drawn <b>in favour of the Finance Officer, University of Hyderabad, payable at Hyderabad (Andhra Pradesh), India</b>, should be sent with the application towards registration fee (non-refundable). The Demand Draft must be placed/ tagged <b>at the top</b> of the application.</p>
2.2.0)	Please write the name of the post applied for and applicant's name with full postal address on the back of the Demand Draft without fail.
2.3.0)	Paste ( <u>do not staple/pin</u> ) a recent passport size colour photograph in the space provided for at the right top portion on the first page of the application.
2.4.0)	Enclose <u>good and clear copies</u> (not originals) of certificates/publications/pre-prints/reprints etc., to the application as proof of each information (date of birth, qualifications, experience, publications claim etc.) furnished in the application. Write ' <b>Enclosure Sl. No._____</b> ' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
2.5.0)	Ensure that the endorsement of your employer is completed on the last page of the application (in case the applicant is in service).
2.6.0)	For deputation post : CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by Head of the Institution.
2.7.0)	Vigilance / Disciplinary clearance certificate issued by concerned Head of the Institution.
2.8.0)	Integrity Certificate.

2.9.0)	All papers/complete set of the application (including the enclosures) shall be securely fastened with a strong thread at the left top portion properly.
2.10.0)	Applications incomplete in any respect will not receive any consideration at all.
2.11.0)	<p>Finally, after attending to the requirements as mentioned at 2.1.0 to 2.9.0 above, send the application in a good envelope [<i>please write on the top left side of the envelope the name of the post, etc.</i>] to the <b>Assistant Registrar (HR Section), Room 225, First Floor, Administration Building, University of Hyderabad, Prof. C.R. Rao Road, Central University P.O., Gachibowli, Hyderabad-500 046 (A.P), India</b> on or before 25<sup>th</sup> March, 2013 at 5.00 pm.</p> <p><b>NOTE : <u>In case the applicant is in service</u></b> and delay is expected in getting the endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit <b>Advance Copy</b> of the application, with all enclosures, to the address given above directly (with or without employer's endorsement on the Advance Copy). <b><u>In such case, Demand Draft towards registration fee should be enclosed to the Advance Copy</u></b> and a photocopy of the Demand Draft must be enclosed to the original application being sent through proper channel/employer.</p> <p>If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a '<b>NO OBJECTION CERTIFICATE</b>' obtained from his/her employer to the University <b>at the time of interview</b>, if he/she is called for interview.</p>
2.12.0)	Candidates applying for the reserved posts should

		<p>clearly state to which category they belong. They must also enclose a certificate issued by Tahsildar/MRO/equivalent authority as proof to this effect, without which the application will not be considered.</p> <p>Candidate applying for the post(s) reserved for O.B.C., must submit an attested copy of certificate of creamy layer-exclusion in the format prescribed by the GOI without which applications will not be considered against the post reserved for OBCs.</p>
	2.13.0)	<p>Selection shall be made on the basis of candidates' previous record and/or their performance in the interview. The University may utilize written test/presentation/seminar/colloquium/interview as a method of selection.</p>
	2.14.0)	<p>All disputes are subject to Hyderabad jurisdiction. The University will not be responsible for any postal delay at any stage in the recruitment process.</p>
<b>3.0</b>		<p>The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. 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 <u>higher than the minimum prescribed</u>. Call letters to attend interview will be sent only to the short-listed candidates by Email or SMS or Speed Post or Registered Post or Courier service. No correspondence will be made with applicants who are not short-listed/not called for interview.</p>
<b>4.0</b>		<p>Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.</p>

<b>5.0</b>	<b>Canvassing in any form on behalf of any candidate will definitely disqualify such candidate.</b>	
<b>6.0</b>	Experience and qualifications will be reckoned as on the preceding day to the date of employment notification ( <b>not the date of publication of the employment notification</b> ). Good and clear photocopies of all certificates must be attached to the application. GOI norms pertaining to deputation are also applicable.	
<b>7.0</b>	<b>Essential qualifications / experience :</b>	
Name of the Post	<b>DEPUTY REGISTRAR</b>	
Number of Posts	04 [three regular (reserved for GE-2; OBC-1) and another on deputation basis]	
Classification	Group 'A'	
Scale of Pay	PB : Rs.15600 – 39100 + Grade Pay Rs.7600/-	
Age limit for direct recruits	Between 45 and 50 years.  Age and experience will be reckoned as on the last date for receipt of filled-in applications.  Relaxation in upper age limit will be allowed as per Government of India guidelines. A copy of the valid caste certificate as per Govt. of India orders should be enclosed. The SC/ST/OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation.	
Education & other qualifications	1) A Master's Degree from recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale with good academic record. 2) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above <u>with</u> experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years of administrative experience as ASSISTANT Registrar or in an equivalent post. 3) The candidate must have a consistently Good Academic Record as defined in the note given below:	
Method of recruitment	of	Direct & Deputation
Period of deputation	of	2 Years and extendable
Period of probation	1 year (for regular positions)	
Remarks	<i>Note: Under the term 'good academic record' the candidate must have obtained an average of 50% marks in each of the two public examinations/degrees immediately preceding the Master's degree.</i>	

	<p><i>A relaxation of 5% may be provided at the Graduate and Master's level for the SC/ST/Physically Disabled (Physically and Visually disabled) categories for the purpose of eligibility and for assessing good academic record during the direct recruitment/deputation.</i></p>
Desirable	<p><b>For the functional area of Finance and Accounts:</b> Persons with excellent track record who have passed SAS(Civil/Commercial) or equivalent examination in Audit and Accounts conducted by other Central Government Organizations; Supervisory experience of at least 5 years in Account and Finance in the Universities/Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment.</p> <p><b>For the functional area of Administration:</b> Excellent track record, knowledge and 5 years of experience of Personnel matters including recruitment, GOI rules on implementation of reservation policies and allied matters for welfare of weaker sections, general administration including academic and examination, hostel, guesthouse and estate management administration in educational institutions of repute such as Central Universities, IITs, IIMs, Institutes of National Importance, Central Government Organizations etc., and best administrative practices in contemporary educational systems world over. Research in the area of Administration including HRM in the Universities/Institutions of Higher and Technical Education and allied areas including experience of working in a computerized environment. However, the postings in the University could be across functional areas as per the University's requirements.</p>



Application No.:.....

(For office use only)

## University of Hyderabad

(A Central University established by an Act of Parliament, 1974)

Advt. No.:.....

### Application Form for Deputy Registrar

(Please read the instructions before filling)

(Part – A)

Affix recent  
passport size  
photograph

Please indicate (tick) whether to consider your application for :

**REGULAR or DEPUTATION or BOTH**

1. Application fee (Non-refundable):				
Demand Draft No.	Date	Amount (in Rs.)	Name of the Bank	Branch Name

2. Personal details(In capital letters):				Sl. No. of proof enclosed
Full Name				
Date of Birth (DD/MM/YY)		Age (In Years)		
Gender (Male/Female)		Marital Status		
Nationality		Religion		
Category (SC/ST/OBC/General/PWD)				
Father's Name				
Mother's Name				
Particulars of physical disability, if applicable				

3. Address(In capital letters):	
Mailing Address (In capital letters)	Permanent Address
PIN CODE:	PIN CODE:
Email	
Phone No.	
Mobile	
Fax	



4.Educational Qualifications (Matriculation onwards)						Sl. No. of proof enclosed
Name of the Degree/Exam	University/Institution /Board	Year of Passing	Percentage of Marks	Division/ Class/ GPA	Subjects	
Matriculation						
Intermediate						
Bachelor's Degree						
Master's Degree						
M.Phil.						
Ph.D.						
Post Doctoral Qualification						
Other Qualifications						

Please use an additional sheet, if required, retaining the above tabular format.

5. Present position:							
Designation	University / institution	From date	Basic Pay (BP)	Pay Scale (PS)/ Pay Band (PB) (Rs)	Gross Pay / Total Salary p.m. (Rs)	Increment date	Sl.No. of proof enclosed

<b>6. Experience</b> (Enclose additional sheet, if required, in the same format):						
Post Held, Basic Pay & Pay Band with Grade Pay / Academic Grade Pay	University / Institution	Period		No. of years / months	Nature of work	Sl. No. of proof enclosed
		From	To			

<b>7. Academic Distinctions</b> (Award/Scholarship/ Rank, etc.)	Sl. No. of proof enclosed

<b>8. Membership/Fellowship of learned accredited bodies</b> (Give details):	Sl.No. of proof enclosed

9. Competence in computer application	Sl.No. of proof enclosed

10. Additional information, if any (Please attach additional sheet, if required):	Sl.No. of proof enclosed

11. Name and complete postal address of 3 referees (In capital letters):					
Referee 1		Referee 2		Referee 3	
PIN CODE:		PIN CODE:		PIN CODE:	
Email		Email		Email	
Phone No.		Phone No.		Phone No.	
Mobile		Mobile		Mobile	
Fax		Fax		Fax	

**12.** Kindly mention job preference. Applicants are requested to write down their current and future plans in about 200 words.

**13. 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

**14. Endorsement by the Employer (For in-service candidates only):**

**To be signed and forwarded by the present employer**

Forwarded to:

**University of Hyderabad,  
P.O. – Central University,  
Prof. C.R. Rao Road, Gachibowli,  
Hyderabad – 500 046 (A.P) 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 \_\_\_\_\_ in the post of \_\_\_\_\_ in a temporary / permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay / Pay Band of Rs.\_\_\_\_\_. S/he is drawing a Basic Pay / Pay of Rs. \_\_\_\_\_ with Grade 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 University of Hyderabad.

.....  
(Signature of the forwarding authority )

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

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

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

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

Office Seal

**(Part – B)**  
Use additional sheets wherever necessary

**Name of the applicant:** .....

**(NOTE:** Applicants must submit documentary evidence in support of each of the claim)

**A) Published Papers in Journals**

Sl. No	Title with page Nos.	Journal with full reference and ISSN/ ISBN. Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether applicant is the main author	Sl. No. of proof enclosed

**B. (i) Articles/Chapters published in Books**

Sl. No	Title with page Nos.	Book Title, Editor & Publisher (with ISSN/ ISBN)	No. of co-authors	Whether applicant is the main author	Sl. No. of proof enclosed

**B. (ii) Full Papers in Conference Proceedings**

Sl. No	Title with page Nos.	Details of Conference Publication (with ISSN/ ISBN)	No. of co-authors	Whether applicant is the main author	Sl. No. of proof enclosed

**B. (iii) Books Published as single author or as editor**

Sl. No.	Title with page Nos.	Type of Book & Authorship (with ISSN/ISBN)	No. of co-authors	Whether applicant is the main author	Sl. No. of proof enclosed

**C. Ongoing and Completed Research Projects and Consultancies****C. (i & ii) Ongoing Projects / Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. in lakhs)	Sl. No. of proof enclosed

**C. (iii & iv) Completed Projects / Consultancies**

Sl. No.	Title	Agency	Period (with Grant/ Amount Mobilized (Rs. in lakhs)	Whether policy document/ patent as outcome	Sl. No. of proof enclosed

**D. (i) Training Courses, Teaching-Learning-Evaluation Technology Programme, Faculty Development Programme (not less than one week's duration)**

S. No	Programme	Duration	Organized by	Sl. No. of proof enclosed

**Note: Please attach additional sheets wherever required.**



**E. (i) Papers presented in Conferences, Seminars, Workshops, Symposia**

Sl. No.	Title of the paper	Conference / Seminar (Whether International / National / State/ Regional / University or College level)	Organized by	Sl. No. of proof enclosed

**F. (i) Invited Lectures and Chairpersonships at national or international conferences/seminars, etc.**

Sl. No.	Title of Lecture/ Academic Session	Title of Conference / Seminar, etc. (Whether International / National)	Organized by	Sl. No. of proof encl- osed

Date :

Place :

**Signature of Applicant**



## University of Hyderabad

(A Central University established by an Act of Parliament in 1974)

Advt. No.....

### Guidelines for filling in Application Form

1. Candidates must read the instructions before filling the application form in. Candidates must ensure that no column is wrongly filled in either Part-A or Part-B of the form as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, completely or as per the instructions in both Part-A and Part-B are liable to be rejected and the onus of such rejection would be on the candidate himself/herself.
2. Copies of the certificates should be attached in support of information given in the form where necessary and serial No. of enclosure attached should be indicated in the respective column given in the form. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
3. Application form consists of Part A and Part B.

### INSTRUCTIONS FOR FILLING IN PART 'A' OF THE APPLICATION FORM

Part A of the Application Form is self-explanatory. However, the following points may be noted for strict compliance:

Advertisement No., Post applied for: Fill in the Advertisement No., Post applied for, as advertised.

Category: SC, ST, OBC or General. Please also mention 'PWD', if you are a Person with Disability. For example, if you belong to General category and also have disability, please write 'General-PWD'). Note: OBC Certificate must be in the format prescribed by Govt. of India, failing which the application shall not receive any consideration for the position reserved for OBC. Please refer to the relevant instructions in the Advertisement.

Disability: If the applicant is a person with disability, the relevant particulars such as blindness or low vision, hearing impairment, locomotor disability, etc. with percentage of disability must be mentioned.

Educational Qualifications: Fill in in the chronological order.