



VIKRAMA SIMHAPURI UNIVERSITY:NELLORE – 524 003
RECRUITMENT NOTIFICATION NO.E1/FRN-6/2013, dated 09 -12-2013

Applications are invited on the prescribed form for the following Non-Teaching positions. The prescribed application form may be downloaded from the website, www.simhapuriuniv.ac.in . Filled in applications, along with a Registration fee of Rs.750/- (Rupees Seven hundred and fifty only) by way of D.D. on any nationalized bank payable at Nellore, and drawn in favour of the Registrar, Vikrama Simhapuri University, Nellore-524003 should reach the undersigned on or before **31 -12-2013**.

Name of the post	
Assistant Registrar-3 –OC(W);SC(W);OC Superintendent-4 OC(W);SC(W);OC;BC-A(W) Senior Assistant-8 OC(W);SC(W);OC;BC-A(W); OC; OC-VH(W);SC;ST(W) Junior Asst-13- OC;OC-VH(W);SC;ST(W);OC; BC-B(W);OC; OC(W);OC (Ex. Serv.); BC-C ; OC; SC; OC(W) Lab. Asst-1 -BC-A(W); Asst. Librarian-1 -UR Tech. Asst-1 -UR; Junior Steno-2 -OC(W);SC(W) Office Subordinate-11- OC(W);SC(W);OC;BC-A(W);OC; OC-VH(W);SC;ST(W);OC;BC-B(W);OC; Drivers- H.V-1-UR; L.V-1-UR	<p>(1)The University reserves the right to fill or not to fill any or all of the ADVERTISED posts</p> <p>(2)The appointees will be governed by the Contributory Pension Scheme of the Government of Andhra Pradesh</p> <p>(3) The appointees are liable for transfer to any of the Centres established / to be established outside the campus of the VS University.</p> <p>(4) The University is not responsible for any postal delays</p> <p>(5) If a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to Open Competition.\</p>

Date: 09-12-2013

Prof.K. Nagendra Prasad
REGISTRAR

AGE, QUALIFICATIONS AND EXPERIENCE

s.No.	Age & Qualifications for the post of	Experience
(1)	<p style="text-align: center;"><u>Assistant Registrar</u> <u>Scale: Rs.18030-43630</u></p> <p>Academic Qualifications: Any post graduate degree with 55% of marks or B grade in 7-point Scale.</p> <p style="text-align: center;"><u>Preferable</u></p> <p>A pass in the Departmental Test / Tests conducted by the Govt. of Andhra Pradesh</p>	<p style="text-align: center;"><u>Experience & Skills:</u></p> <p>(i) Minimum 3 (Three) years work experience as Superintendent or a teacher in a recognized University or holder of the post equivalent to that of Superintendent in any Govt. Research Establishment (State / Central) or any other Govt. Institute of Higher Learning having work experience in Academic / Administration / Finance / Other University Matters.</p> <p style="text-align: center;"><u>(ii)The candidate shall possess the following:</u></p> <p>(a)Computer Skills (b) knowledge in administrative and finance codes.</p>
(2)	<p style="text-align: center;"><u>Superintendent</u> <u>Scale:Rs.13660-38570</u></p> <p>Academic Qualifications: Any graduate from a recognized University</p> <p style="text-align: center;"><u>Preferable</u></p> <p>A pass in the Departmental Test / Tests conducted by the Govt. of Andhra Pradesh</p>	<p style="text-align: center;"><u>Experience & Skills:</u></p> <p>(i)Minimum 3 (Three) years work experience as Senior Assistant or equivalent cadre in Office Administration in the University / Government Department / Govt. Research Organizations (State / Central) / any other Govt. Institute of Higher Learning.</p> <p style="text-align: center;"><u>(ii)The candidate shall possess the following:</u></p> <p>(a)Certificate in computer applications and networking from a recognized institution (b)Good Communication and drafting skills</p>
(3)	<p style="text-align: center;"><u>Senior Assistant</u> <u>Scale:Rs.10900-31550</u></p> <p>Academic Qualifications: Any graduate from a recognized University</p> <p style="text-align: center;"><u>Preferable</u></p> <p>A pass in the Departmental Test / Tests conducted by the Govt. of Andhra Pradesh</p>	<p style="text-align: center;"><u>Experience & Skills:</u></p> <p>(i)Minimum 3 (Three) years work experience as Junior Assistant or equivalent cadre in Office Administration in the University / Government Department / Govt. Research Organizations (State / Central) / any other Govt. Institute of Higher Learning.</p> <p style="text-align: center;"><u>(ii)The candidate shall possess the following:</u></p> <p>(a)Certificate in computer applications and networking from a recognized institution (b)Good Communication and drafting skills</p>

S.No.	Age & Qualifications for the post of	Experience
(4)	<p><u>Junior Assistants</u> <u>Scale:Rs.8440-24950</u></p> <p><u>Age:- Not more than 36 yrs* as on 01.07.2013</u> <u>Relaxable in deserving cases.</u></p> <p><u>Essential Qualifications:</u></p> <p>Bachelor's degree or equivalent degree in any discipline with knowledge of computer office applications, proficiency in office application like word, Excel, Power Point etc., with a certificate from a recognized Institution.</p> <p><u>Preferable: Good Communication and drafting skills.</u></p>	<p>Work experience for at least one year and above in Office Administration in the University / Government Department / Govt. Research Organizations (State / Central).</p>
(5)	<p><u>Assistant Librarian</u> <u>UGC Scale of Pay:Rs.15600-39100+AGP 6000</u></p> <p>1. A Master's Degree in Library Science / Information Science . Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC</p> <p>3. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian / College Librarian.</p>	<p>Must have work experience in the Universities / Government Colleges/Govt. Research Organizations (State / Central).</p>

(6)	<p><u>Laboratory Assistant</u> <u>Scale:Rs.9200-27000</u> <u>Relaxable in deserving cases.</u></p> <p><u>Age:- Not more than 36 yrs* as on 01-07-2013</u></p> <p>Bachelor's Degree (10+2+3 pattern) in Chemistry / Physics / Bio Sciences or equivalent.</p> <p><u>Preferable:</u> Certificate in computer applications and networking</p>	<p>Must have experience in the Universities / Government Colleges/ Govt. Research Organizations (State / Central) in the following:-</p> <p>(1)Work experience in performing routine laboratory activities (2)Handling chemicals / scientific equipments/ electronic instruments / handling of sophisticated instruments (wherever necessary in the concerned laboratories) and (3)Maintenance of records related to laboratory</p>
(7)	<p><u>Technical Assistant</u></p> <p><u>Sr.Technical Asst. – Rs.14860-39540</u></p> <p>Qualifications: Post graduate degree in Chemistry / Physics / Bio Sciences</p>	<p>Minimum of 3 years experience in handling laboratory and research instruments in the Universities / Govt. Research Organizations (State / Central)</p>
(8)	<p><u>Junior Steno</u> <u>Scale: Rs.8440-24950</u></p> <p><u>Age:- Not more than 36 yrs* as on 01-07-2013</u></p> <p><u>Qualifications:</u> (i)Must have passed Bachelor's degree or equivalent degree in any discipline / Intermediate or its equivalent examination and (ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the relevant language - English / Telugu (iii) Must have passed the Government Technical examination in Shorthand by the Higher Grade in the relevant language =- English/Telugu. If however persons who have passed the examination in Typewriting or Shorthand by the Higher Grade are not available, those who have passed the examination by the Lower Grade may be appointed. Note:- In the case of Telugu Typist the pass in the Typewriting examination shall be on the typewriter with Government Standard Key Board.</p>	<p>Minimum Three (3) years' relevant work experience in the Universities / Government Departments/Govt. Research Organizations (State / Central).</p>

(9)	<p><u>Office Subordinate:</u> <u>Scale:Rs.6700-20110</u> <u>Age:- Not more than 36yrs* as on 01.07.2013</u> <u>Relaxable in deserving cases.</u></p> <p><u>Qualifications:</u> <u>Minimum X class/SSC</u></p>	Minimum One year of relevant work experience in the Universities / Government Research organizations (State / Central).
(10)(I)	<p><u>Driver –Heavy Vehicle</u> <u>Scale:Rs.9200-27000</u> <u>Age:- Not more than 36yrs* as on 01.07.2013</u></p> <p><u>Qualifications:</u> (i)Minimum X Class/SSC (ii) Must possesses a current valid Driving Licence of Motor Vehicle issued by competent authority under the Motor Vehicle Act, 1988 to drive a heavy motor transport vehicle, with practical experience of driving motor vehicles not less than 3 years.</p>	Minimum One year of work experience in the Universities / Government Research organizations (State / Central)
(II)	<p><u>Driver –Light Vehicle</u> <u>Scale: Rs.7960-23650</u> <u>Age:- Not more than 36yrs* as on 01.07.2013</u></p> <p><u>Qualifications:</u> (I)Minimum X Class/SSC (ii)Must possesses a current valid Light Motor Vehicle Driving Licence, issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving motor vehicles for a period of not less than 3 years, with endorsement to drive Light vehicles and Auto rickshaw.</p>	Minimum One year of work experience in the Universities / Government Research organizations (State / Central)

***Age relaxation from 34 to 36 years (2 years) is with reference to G.O.Ms.No.518, Genl. Admn. Dept.(Ser.A) Dept,dt.29.06.2013, shall also be allowed to the following categories as provided in Rule 12 of APPSR, 1996:-**

S.No.	Category of candidate	Relaxation of age permissible
1	Retrenched temporary employees in the State Census Department with a minimum service of 6 months	3 years
2	A.P. State Government Employees.	5 years
3	Ex-Service men	3 years
4	N.C.C. (who have worked as Instructor in N.C.C.)	3 years
5	SC/S.T and BCs	5 years
6	PH	10 years
7	In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of S.Cs and S.Ts candidates and 35 years in the case of others.	

Note: Personnel who rendered service in private sector / institutions need not apply.

Selection Process:

If necessary, Objective, multiple choice type written test for sixty marks in the prescribed syllabus placed in the website will be held for the posts FROM Serial (1) to (4) and from (6) to (8). In that event, the short listed candidates in the written test will be called for an interview. The qualifying minimum in the written test is 24 marks out of 60 marks.

Note: Syllabus and model of the question paper are placed in the University website www.simhapuriuniv.ac.in

(Sd/-)REGISTRAR
Vikrama Simhapuri University :Nellore

Check List:

1. Proof of date of birth:
 2. Latest Caste Certificate issued by the Tahsildar / MRO.
 3. Attested copies of all Educational Qualifications.
 4. Previous Service / Experience Certificate issued by the Employer.
 5. Attested Copy of Pass in the Accounts Test.
 6. No Objection Certificate Issued by the Employer, if application is not forwarded sent through the Employer.
 7. Demand Draft towards the Registration Fee:
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**PROSPECTUS AND
GENERAL INFORMATION FOR THE RECRUITMENT OF NON-TEACHING STAFF
&
ELIGIBILITY CRITERIA**

Name of the posts to be mentioned: _____

1. The University reserves the right to reject any application without assigning any reason thereof.
2. The candidates should send the copies of all the certificates. Candidates, who are already in service, should submit their applications through proper channel only. They may, however, send an advance copy, but should produce a "No Objection Certificate" from the employer at the time of interview.
3. Latest passport-size photograph should be affixed in the space provided in the application form.
4. Incomplete applications and applications received after the last date will be summarily rejected and no communication will be entertained in this regard.
5. Those who wish to apply for more than one post should submit filled in applications separately for each post advertised along with the prescribed fee for each post.
6. Canvassing in any form will disqualify the candidate.
7. The Selected candidates will be governed by Contributory Pension Scheme as per G.O.Ms. No.653, 654 & 655, Finance (Pen) Dept., dated 22-09-2004. However A.P.Revised Pension Rules, 1980 will be made applicable for those who are in service and governed by A.P.Revised Pension Rules, 1980 with amendments made thereof.
8. He/She must be prepared to undergo medical examination and satisfy medical authority, the University may prescribe.
9. Every successful candidate will be informed of the result of his/her application in due course after approval by the competent authority and any interim enquiries about the result will not be entertained.
10. A candidate who is found to have furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without any notice.
11. The candidates will have to present themselves for an interview, if called for, at the place mentioned at their own expenses. The selection process involves the assessment of professional skills, ability to communicate clearly and effectively and ability to analyze and discuss.
12. Candidate should bring all the original certificates, and testimonials, at the time of interview.
- 13.Caste & Community:** Community Certificate issued by the competent authority in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 should be submitted at the time of interview.
14. The University reserves the right to fill or not to fill any post(s) or any post(s) to make an appointment in a lower grade.
15. All the candidates are requested to note that they are strictly bound by the above mentioned conditions.
16. Filled in applications in all respects should be sent to the REGISTRAR, VIKRAMA SIMHAPURI UNIVERISTY, NELLORE AP, India, by Registered Post / Speed Post with Acknowledgement due so as to reach his office on or before **31-12-2013** in a cover super scribed "Application for the Post of _____".

17. The University is not responsible for postal delays.

18. There is no provision for the sale of applications at the University or elsewhere. Applications have to be downloaded from the university website www.simhapuriuniv.ac.in.

19. Applications in closed covers super scribed "Application for the post of _____" can also be submitted in the office of Registrar, Vikrama Simhapuri University, Nellore, AP on or before 4.00 PM on **31.12.2013**.

20. **SCALE OF PAY:** The A.P. Revised Pay Scales, 2010 for Non-Teaching staff of universities by following G.O.Ms.No.137, Finance (PC-I) Department, dated 28-04-2010 will be made applicable to the newly appointed Non-Teaching staff.

**VIKRAMA SIMHAPURI UNIVERSITY
NELLORE, A.P.**

**RECRUITMENT OF NON-TEACHING STAFF
APPLICATION FORM**

Affix Recent
Photograph

Advertisement No.

Post Applied for:

Details of Demand Draft:

Amount	D.D. No	Date	Name of the Bank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. (a) Applicant's Name:
(in full & in caps)

(b) Father's Name:

(c) Mother's Name:

2. Date of Birth & Age (in completed years): DB

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Age: (Y/M)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. Place of Birth Place: _____ District: _____

4. (a) Nationality _____ (b) Religion _____ (c) Gender: Male / Female

5. (a) Address for Communication _____ (b) Permanent Address _____

Pin Code _____ Phone _____ Pin Code _____ Phone _____

Mobile: _____ e-mail _____

6. Reservation Category, if any (put ✓ mark), (enclose an attested copy of the Caste Certificate issued by the competent authority).

SC	ST	BC- A	BC- B	BC- C	BC- D	PH /HH/VH	OC / Any other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. (a) Position held at present , If any:

(b) Whether the Post is Temporary or Permanent/ Aided/ Unaided and ratified by the University

8. Present monthly basic pay and Pay scale whether UGC/State-RPS -2006 /2010 / Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*The downloaded application need to be registered by enclosing a DD for Rs.750/- drawn in favour of the Registrar, Vikrama Simhapuri University, Nellore, payable at Nellore.

9. Educational Qualifications:

Examination	Month & Year of Passing	Division	% of Marks	Name of the Board/University
Postgraduate				
Degree				
Intermediate				
S.S.C.				

b) Technical and Other qualifications:

Examination and year	Subject	Division	% of marks obtained	Name of the Board/ University

10. Have you ever been convicted by Court of law if yes, please give details.

11. Administrative Experience, if any:

Name of the Institution/ Organisation	Designation	Nature of post Temp./ Permanent	Nature of assignment	Period (give dates)	Length of experience	
					Years	Months

12. Name and address of the present employer:

13. "No objection certificate" from the present employer

14. Any relevant information the candidate would like to give in support of his/her candidature (enclose a separate sheet, if necessary) :

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false, my candidature/ application/appointment, if any, is liable to be rejected/cancelled.

Date:

Signature of the Applicant

(CANDIDATES WHO ARE IN SERVICE ONLY)
(Endorsement by the Head of the Institution)

Forwarded to the Registrar, Vikrama Simhapuri University, Nellore, Andhra Pradesh.

The applicant holds a permanent / temporary post in this institution.

I certify that all entries made in this application are correct according to his / her service book or records maintained in this office.

This Organization/ Institution has no objection to the candidature of the applicant being considered for the post he/she applied for.

Signature of the forwarding officer
(with Seal & Address)

Place:

Date:

VIKRAMA SIMHAPURI UNIVERSITY:: NELLORE
WRITTEN TEST FOR THE RECRUITMENT OF NON-TEACHING STAFF
SYLLABUS

Section A: Reasoning and Arithmetic Ability – 30 Marks

Syllabus:

1. Analogies of numbers and alphabets, problems of relationships, figures
2. Letter and number series, missing letters
3. Coding and decoding, direction sense, blood relations, finding the odd man out
4. Problems on ages, ratio and proportion, profit and loss
5. Calendar and clock related problems, seating arrangements
6. Problems of arrivals and departures schedules.

Section B (I, ii,& iii):. Grammar – 25 Marks

1. Main Verbs and Auxiliaries
2. Multi-Word Verbs (Phrasal Verbs, Prepositional Verbs, and Phrasal-Prepositional Verbs)
3. Tense, Aspect, and Voice
4. The Noun Phrase (Articles, Prepositions, Number, Gender, etc.)
5. Direct and Indirect Speech
6. Simple, Complex, and Compound Sentences

Section C: Reading Comprehension – 05 Marks

Questions on the Reading Comprehension passage have to be answered in the space provided.

Total Marks – 60

VIKRAMA SIMHAPURI UNIVERSITY:: NELLORE
WRITTEN TEST FOR THE RECRUITMENT OF NON-TEACHING STAFF
MODEL QUESTION PAPER

Time: 75 minutes

Maximum Marks: 60

INSTRUCTIONS

1. All questions are compulsory.
2. Write the answers in the space provided.
3. Submit the booklet to the invigilator before leaving the examination hall.
4. Enter your name and the registration number in the space provided.

Section A: REASONING AND ARITHMETIC ABILITY

[30 X 1 = 30Marks]

Questions 1- 30

1) Ankle: Knee:: Wrist : ?

- | | | | |
|---------|-----------|------------|----------|
| (1)Hand | (2) Elbow | (3) Finger | (4) Foot |
| 2) | | | |
| 3) | | | |
| 4) | | | |

5)

6) Which is the number that comes next in this sequence? 5, 16, 51, 158,...

(1) 1452

(2) 483

(3) 481

(4) 1454

7)

8)

9)

10)

11) If TOM = 48 and DICK = 27 what is HARRY equal to?

(1) 50 (2) 80 (3) 70 (4) 60

12)

13)

14)

15)

16) A father was twice as old as his son. 20 years ago the age of the father was 12 times the age of the son. The present age of the father (in years) is

(1) 44

(2) 32

(3) 22

(4) 45

17)

18)

19)

20)

21) Pointing to a boy Sastry said "His only brother's mother is my father's wife". How is Sastry related to that boy?

(1) Uncle

(2) Father

(3) Nephew

(4) Brother

22)

23)

24)

25)

26) After starting from a point, a man walks 3 Km toward East, then turning to his left he moves 3 Km. After this he again turns left and moves 3 Km. In which direction is he from the starting point?

(1) North

(2) East

(3) West

(4) South

27)

28)

29)

30)

Section B (i, ii, & iii): GRAMMAR

(i) Questions 31-40

I. Each sentence is divided into four parts - A, B, C, and D. One of these parts may have an error. Indicate the same in the space provided. 10x1/2= 05 Marks

31. If Tinku passes the examination, his father was going to buy him a bicycle.

A

B

C

D

[]

32. Economy class passengers are prohibited for using the first class lounge.

A

B

C

D

[]

33.

34.

35.

36.

37.

38.

39.

40.

(ii) Questions 41-50

Choose the grammatically acceptable sentence and mark in the space provided.

10x01=10 Marks

41. The passive voice form of the sentence "He was writing a novel" is

- A. A novel was writing by him.
- B. A novel writing was by him.
- C. A novel was being written by him.
- D. A novel was been writing by him.

[]

42. A. She brought forth her sister's children.

B. She brought up her sister's children.

C. She brought out her sister's children.

D. She brought forward her sister's children.

[]

43.

44.

45.

46.

47.

48.

49.

50.

(iii) Questions from 51-55

Fill in the blanks to complete the sentences with one of the options given.

5x01=5 Marks

51. ----- the candle before you cut the cake.

- A. Blow off
- B. Blow out
- C. Blow over
- D. Blow down

[]

52. When I went to the station, the train -----.

- A. has been left
- B. was been left
- C. had left
- D. has left

[]

53.

54.

55.

Section C: READING COMPREHENSION

4. Read the following passage and select the best answer to each question.

05x01=05 marks

Two crows had built a nest in the branches of a big banyan tree and were living in it. But unfortunately, a black snake would crawl through its hollow trunk and eat the baby crows in the nest as soon as they were hatched. After this had happened many times, the female crow was very unhappy and said to the male crow, "We've lost all our chicks to this awful snake that just waits for me to hatch them and gobbles them all up. We are utterly helpless. Let's move out of this tree." But the crow liked the tree and had grown used to it, so he said, "No, we must find a way to kill this enemy of ours."

"How can we? We are only crows. He is such a big snake."

"There must be some way out. I may be small but I have clever friends. This time I will definitely do something."

56. Where were the crows living?

- A. They were living in the trunk.
- B. They were living in the branches.
- C. They were living in the nest.
- D. They were living in the twigs.

[]

57. What was eating the baby crows? A. a crow B. a frog C. a bird D. a snake []

58.

59.

60.