



हैदराबाद विश्वविद्यालय

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, T.S. India- 500 046

Website: <https://uohyd.ac.in>; Email: hr@uohyd.ac.in

Employment Notification No. UH/Rectt./NT/2025-02 dated 27/03/2025

The University of Hyderabad (an Institution of Eminence), a Central University established in 1974 by an Act of Parliament, fully funded by the University Grants Commission (UGC), Ministry of Education, Government of India, invites applications from eligible Indian Citizens for appointment to various Group-A Non-Faculty and Other Academic posts on **Direct Recruitment/ Deputation Basis**.

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

S. No.	Details	Date
1.	Release of Employment Notification No. UH/Rectt./NT/2025-02 and activation of link through Samarth portal on the website of the University.	27/03/2025
2.	Last date for submission of online application and payment of registration fee through the above portal.	28/04/2025 till 05:30 PM
3.	Last date for receiving hardcopy of the application along with relevant enclosures by post / courier:	02/05/2025 till 05:30 PM
4.	University website link for the Notification & Corrigendum/Addendum https://uohyd.ac.in/non-teaching-project-staff/	
5.	Link for online application: https://uohydnt.samarth.edu.in	
6.	Mailing Address for forwarding the Hardcopy of Online Application along with enclosures: THE ASSISTANT REGISTRAR RECRUITMENT CELL, ROOM NO: 221, FIRST FLOOR ADMINISTRATION BUILDING, UNIVERSITY OF HYDERABAD PROF. C.R. RAO ROAD, CENTRAL UNIVERSITY P.O., GACHIBOWLI, HYDERABAD – 500 046, TELANGANA, INDIA. <i>Note: (Hard copy of application will not be accepted in person)</i>	

THE DETAILS OF THE POSITIONS ARE AS FOLLOWS:

S. No.	Name of the Post	Pay Level	No. of Posts	Age Limit
1.	University Librarian	Academic Pay Level-14 (Rs.1,44,200-2,18,200)	1	Age of Superannuation: 62 years
2.	University Engineer	Pay Level-13 (Rs.1,23,100-2,15,900)	1	56 years
3.	Deputy Registrar	Pay Level-12 (Rs.78,800-2,09,200)	3	56 years
4.	Internal Audit Officer	Pay Level-12 (Rs.78,800-2,09,200)	1	56 years
5.	Executive Engineer (Civil)	Pay Level-11 (Rs.67,700-2,08,700)	1	56 years

The candidates who have applied for the posts of Deputy Registrar, Internal Audit Officer and Executive Engineer (Civil) on deputation basis against earlier employment notifications of the University need to apply afresh.

**THE DETAILS OF THE ESSENTIAL ELIGIBILITY CRITERIA VIZ.
QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS**

01. UNIVERSITY LIBRARIAN (by Direct Recruitment)

- i. A Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten year's experience as a College Librarian.
- iii. Evidence of innovative library services, including the integration of ICT in a library.
- iv. A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

02. UNIVERSITY ENGINEER (by Deputation)

Officers holding analogous post or with 8 year's experience as Executive Engineer (Pay Level-11) or equivalent, in the CPWD/ State Government PWD services or similar Organized Services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University system:

Tenure of Deputation: Initially for a period of three (3) years, extendable as per the Government of India norms subject to satisfactory performance.

03. DEPUTY REGISTRAR (by Deputation)

Officers holding analogous post on a regular basis or with five (5) years of regular service in Pay Level 11 or with eight (08) years of regular service in Pay Level 10 in the Central/State Government, Universities, and other autonomous organizations and possessing Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Tenure of Deputation: Since the three (3) vacancies are lien vacancies, the tenure of deputation will be for a period of 2 years or till the lien holder returns to the post, whichever is earlier.

04. INTERNAL AUDIT OFFICER (by Deputation)

Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous post on regular basis.

OR

With three (3) years of regular service in Level-11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five (5) years of regular service in Level-10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.

Tenure of Deputation: Initially for a period of three (3) years, extendable as per the Government of India norms subject to satisfactory performance.

05. EXECUTIVE ENGINEER (CIVIL) (by Deputation)

Officers holding analogous post or one below category with three (3) years' experience, in the CPWD/ State Government PWD services or similar organized services/ Semi-Government/ PSU/ Statutory or Autonomous Organisation / University System.

Tenure of Deputation: Initially for a period of three (3) years, extendable as per the Government of India norms subject to satisfactory performance.

PAYMENT OF REGISTRATION FEE:

Category	Fee
UR / EWS / OBC	Rs. 1,000/-
SC / ST / PwBD / Women	NIL

Fee once paid will not be refunded under any circumstances. Candidate should go through the Notification and ensure the eligibility before making payment.

Age Relaxation: Age relaxations will be in accordance with the Government of India norms.

Instructions to the candidates for filling the Online Application form

- The candidates are requested to go through the Employment Notification placed on the University Website <https://uohyd.ac.in/non-teaching-project-staff/> read the instructions carefully and comply with them, before filling in the details in the candidate portal.
- The candidate has to click on the link <https://uohydnt.samarth.edu.in/index.php/site/login> and complete the registration process first. They must confirm their registration via a link sent to their registered mail ID.
- Once the registration of the candidate is confirmed, the candidate may log into the application portal using the credentials and fill in all the information viz., educational qualifications, experience, etc., and submit the form online.

Candidates have to upload a scanned photo, signature, and all documents in support of qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.

- The photograph must be a recent passport colour photograph and clearly visible.
- The size of the file should be between 100kb–500 kb (JPEG/PDF)

- **Submission of hard copy of application with all enclosures is also mandatory.** Applications will be summarily rejected in case hard copy is not received. The candidate has to take a print-out of the filled-in online application and enclose all the relevant “self-attested” supporting documents and forward to the University **on or before 02/05/2025** after appending applicant’s signature. Applications without signature of the candidate and incomplete forms ‘**will not be considered**’.

GENERAL INSTRUCTIONS

1. **Early Submission:** Since, the applications received beyond the last date prescribed for receipt of hardcopy will not be accepted; the candidates are advised to submit their applications well in advance without waiting till the last date of application, to avoid technical issues/postal delays or any unforeseen circumstances. The University will not be responsible for postal delays at any stage.
2. **Qualification and Experience:** Prescribed qualification and experience is the minimum requirement. However, mere possession of qualifications/experience etc., does not guarantee screening/short-listing for the Interview. The University reserves the right to limit the number of candidates admitted for interviews based on qualifications and/or experience higher than the minimum required.
3. **Crucial Date for Eligibility Determination:** Eligibility will be determined based on qualifications/experience acquired by candidates until the last date for receipt of applications.

4. **Forwarding of application through proper channel:** Applications must be forwarded by the respective controlling officer, duly signed by an officer not below the rank of Under Secretary or equivalent, along with the following documents:

- a) No Objection Certificate.
- b) Attested copies of ACRs/APARs for the last five (5) years up to 31/03/2024. (c) Integrity Certificate.
- c) Vigilance Clearance certificate, indicating no pending or contemplated disciplinary or criminal proceedings against the applicant.
- d) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
- e) Self-attested copies of certificates supporting educational qualifications, experience etc.

Applicants may submit an advance copy of the application before the last date, in case of any delay anticipated in getting the application forwarded through proper channel. However, they have to submit the NOC issued by the employer and also to bring all the documents mentioned above at the time of interview, if they are shortlisted.

5. **Unspecified Matters:** Any matters not specifically addressed in these instructions will be decided by the University, and its decision shall be final and binding on the candidates.
6. **Communication:** All correspondence, including the issue of call letters for Written Tests/Skill Tests/Interviews (wherever applicable), will be sent through email only and placed on the University website (<https://uohyd.ac.in/non-teaching-project-staff/>). Candidates must provide the correct email address and regularly check emails and the University website for any updates from the University.
7. **Corrigendum or Addendum to the Notification:** The University reserves the right to issue any corrigendum or addendum or any updates to this notification which will be published on the University website (<https://uohyd.ac.in/non-teaching-project-staff/>) only and will not be published in any newspaper. All applicants are advised to visit the University website from time to time.
8. **Canvassing:** Canvassing in any form will be treated as disqualification.
9. **Conditions for rejection of applications of the candidature:**
- Applications received after the last date for, any reasons whatsoever, will not be accepted and summarily rejected. No further correspondence / enquiry will be entertained in this regard.
 - The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information / documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
10. **Dispute Resolution:** All disputes are subject to Hyderabad jurisdiction.

11. **Verification of Documents:** The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time i.e., at the time of appointment or anytime during the tenure of service. In case if, it is found that the documents/information submitted by the candidate are/is fake or if the candidate has criminal/clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forthwith any time during the service.
12. **Right to Not Fill Posts and Changes in the Number of Vacancies:** The University reserves the right not to fill any post or cancel the notification/recruitment process at any stage without assigning any reasons.

In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of the appointment order, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates.

13. **Enclosures to the hardcopy of application:** Enclose legible self-attested copies (not originals) of the following certificates/documents along with the application:

- Category and Date of Birth certificate
- Qualifications Certificates (Degree/Provisional Certificates, Marks Memos)
- Experience certificates (service certificate/experience certificate or any other supporting evidence containing pay scales/pay levels for each position or Appointment Orders specifying Pay Scale/Grade Pay/Pay Level, etc.) and periods for which the position was held.

The documents are to be attached to the hardcopy of application in the sequential order of entries made in the online application, and the same needs to be securely fastened with a tag at the top left-hand corner.

14. **Sending the Application:** Finally, after completing the requirements mentioned above, send a hard copy of the application through Registered Post/Speed Post, making sure to super scribe the name of the post applied for on the top left corner of the envelope. **The application must reach the following address by 02/05/2025, 05:30 PM:**

**The Assistant Registrar
Recruitment Cell, Room No: 221, First Floor
Administration Building, University of Hyderabad
Prof. C.R. Rao Road, Central University P.O.,
Gachibowli, Hyderabad – 500 046, Telangana, India**

Date: 27/03/2025
Place: Hyderabad

**Sd/-
REGISTRAR**