



**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 – 500 046, Telangana State, India.  
Website: <https://uohyd.ac.in>; Email: [hr@uohyd.ac.in](mailto:hr@uohyd.ac.in)

**Employment Notification No. UH/Rectt./NT/2024–03 dated 20/06/2024**

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, B & C 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/2024–03 and activation of link through Samarth portal on the website of the University.	20/06/2024
2.	Activation of online link for submission of application	21/06/2024
3.	<b>Last date for submission of online applications and payment of fee through the above portal.</b>	<b>19/07/2024 till 05:30 PM</b>
4.	University website link for the Notification & Corrigendum/Addendum <a href="https://uohyd.ac.in/non-teaching-project-staff/">https://uohyd.ac.in/non-teaching-project-staff/</a>	
5.	Link for submitting online application: <a href="https://uohydnt.samarth.edu.in">https://uohydnt.samarth.edu.in</a>	

**NOTE – 1:** This is a fresh and separate advertisement not having any linkage with the employment notification no. UH/Rectt./NT/2023–02 dated 02/09/2023 for 95 posts except for the post of Deputy Registrar (deputation).

**NOTE – 2:** Candidates who have applied for the post of Deputy Registrar (on deputation basis) in response to the readvertised employment notification No. UH/Rectt./NT/2024–02 dated 22/03/2024 need not apply again. They may send their updated Curriculum Vitae (hardcopy) to the University.

**NOTE – 3:** APPLICATIONS MUST BE SUBMITTED THROUGH ONLINE MODE ONLY ON THE ABOVE WEBSITE. **THE APPLICANTS ARE NOT REQUIRED TO SEND THE HARD COPY OF THE APPLICATION TO THE UNIVERSITY.**

**THE DETAILS OF THE POSTS ARE AS FOLLOWS:**

<b>S. No.</b>	<b>Name of the Post</b>	<b>Pay Level</b>	<b>No. of Posts</b>	<b>Max. Age Limit</b>
<b>Group – A Posts</b>				
1.	Deputy Registrar <b>(By Deputation)</b>	Pay Level-12 (Rs.78,800–2,09,200)	2 (UR)	56
2.	Internal Audit Officer <b>(By Deputation)</b>	Pay Level-12 (Rs.78,800–2,09,200)	1 (UR)	56
3.	Executive Engineer <b>(Civil) (By Deputation)</b>	Pay Level-11 (Rs.67,700–2,08,700)	1 (UR)	56
4.	Senior System Analyst	Pay Level-12 (Rs.78,800–2,09,200)	1 (UR)	40
5.	Assistant Director Physical Education	Academic Pay Level-10 (Rs.57,700–1,82,400)	1 (UR)	Below 62 years
6.	Assistant Registrar	Pay Level-10 (Rs.56,100–1,77,500)	2 (OBC-1; PwBD-VH-1)	40
7.	Networking Engineer	Pay Level-10 (Rs.56,100–1,77,500)	1 (UR)	40
<b>Group – B Posts</b>				
8.	Section Officer	Pay Level-7 (Rs.44,900–1,42,400)	3 (OBC-1; UR-2)	35
9.	Assistant Engineer (Civil/Electrical)	Pay Level-7 (Rs.44,900–1,42,400)	1 (UR)	35
10.	Senior Assistant	Pay Level-6 (Rs.35,400–1,12,400)	3 (OBC-1; EWS-1; UR-1)	35
11.	Assistant Security Officer	Pay Level-6 (Rs.35,400–1,12,400)	1 (UR)	35
12.	Senior Technical Assistant	Pay Level-6 (Rs.35,400–1,12,400)	1 (UR)	35
13.	Personal Assistant	Pay Level-6 (Rs.35,400–1,12,400)	1 (UR)	35
<b>Group – C Posts</b>				
14.	Technical Assistant	Pay Level-5 (Rs.29,200–92,300)	1 (UR)	32
15.	Junior Professional Assistant	Pay Level-5 (Rs.29,200–92,300)	1 (OBC)	32
16.	Office Assistant	Pay Level-4 (Rs.25,500–81,100)	4 (ST-1; OBC-1; UR-2)	32
17.	Stenographer	Pay Level-4 (Rs.25,500–81,100)	5 (SC-1; UR-4)	32
18.	Laboratory Assistant	Pay Level-4 (Rs.25,500–81,100)	4 (OBC-1; UR-3)	32
19.	Junior Office Assistant	Pay Level-2 (Rs.19,900–63,200)	14 (SC-2; ST-2; OBC-3; EWS-1; PwBD-HH-1; UR-5)	32
20.	Laboratory Attendant	Pay Level-1 (Rs.18,000–56,900)	4 (SC-1; ST-1; UR-2)	32

**Abbreviations:**

**UR**–Unreserved; **SC**–Scheduled Caste; **ST**–Scheduled Tribe;

**OBC**–Other Backward Class (Non–Creamy Layer); **EWS**–Economically Weaker Section

**PwBD** (Persons with Benchmark Disabilities)

- **PwBD–VH (A)** – blindness and low vision;
- **PwBD–HH (B)** – deaf and hard of hearing;

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

**Group–A Posts**

**01. 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 two (2) vacancies are lien vacancies, the tenure of deputation will be for a period of 2 years or the lien holder returns to the post, whichever is earlier.

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**02. 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.

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**03. 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.

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#### **04. SENIOR SYSTEM ANALYST**

B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and nine (9) years of experience in extensive programming and System Management from a recognized Public/PSU/Private Organization.

**OR**

M.Sc. (Computer Science) / MCA / M. Tech. (Computer Science & Engineering) with 55% marks and eight (8) years of experience in extensive programming and system management from a recognized Public/PSU/Private organization.

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#### **05. ASSISTANT DIRECTOR PHYSICAL EDUCATION**

##### **Eligibility (A or B):**

##### **A.**

i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade on a point scale, wherever the grading system is followed)

ii) Record of having represented the university/college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a PhD. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the PhD degree before July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such PhD degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in a conference/seminar, based on his/her Ph.D. work.

**Note:** The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET.

v. Passed the physical fitness test conducted in accordance with these Regulations.

**OR**

**B.** An Asian game or Commonwealth Games medal winner who has at least a post-graduate degree.

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## **06. ASSISTANT REGISTRAR**

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.

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## **07. NETWORKING ENGINEER**

- i. B.E./B.Tech. in Electronics & Communication Engineering/ Computer Science & Engineering
- ii. Five (05) years' experience of Computer Network Administration and Computer hardware including Massive UPS systems and Centralized Air-conditioning Plants/ Computer Systems Management and administration /Maintenance of a campus-wide large computer network preferably with fiber optic backbone links from a recognized Public/ PSU/ Private organization.

**Desirable Qualification:** Experience in Industrial background.

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## **Group-B Posts**

## **08. SECTION OFFICER**

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Three (3) years' experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with an annual turnover of at least Rs.200/- Crores or more.
- iii. Proficiency in Computer Operation, noting and drafting.

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**09. ASSISTANT ENGINEER (CIVIL / ELECTRICAL)**

- i. First Class Bachelor's Degree in a relevant field from a recognized Institute/ University or equivalent.
- ii. Three (3) years' experience in the relevant field as a Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

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**10. SENIOR ASSISTANT**

- i. Bachelor's Degree from recognized University / Institution.
- ii. Three (3) years of experience as Office Assistant/ UDC or equivalent in Level 4 in Central/ State Government/ University/ PSU and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Proficiency in Typing, Computer applications, noting and drafting.

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**11. ASSISTANT SECURITY OFFICER**

- i. Bachelor's Degree from a recognized University/ Institution with five years' experience as a Security Supervisor/ Supervisory Position in Security in a Govt. Office, Educational Institute/ Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.

**OR**

Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with a 10<sup>th</sup> standard pass or Army Class-I Examination or an equivalent examination.

**AND**

- ii. Holding a valid Driving License (LMV/Motorcycle).

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**12. SENIOR TECHNICAL ASSISTANT**

Master's Degree in the relevant subject with at least two (2) years of experience in relevant field

**OR**

First Class Bachelor's Degree in the relevant subject with a minimum of five (5) years of working and maintenance experience with sophisticated scientific Instruments in the Laboratory. The experience should be in a University/ Research establishment/ Central/ State Govt./ PSU and other autonomous bodies or Private organizations of repute with an annual turnover of at least Rs.200/- Crores or more.

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### 13. PERSONAL ASSISTANT

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Proficiency in Stenography in English or Hindi with a minimum speed of 100wpm.
- iii. Proficiency in Typing in English or Hindi with a minimum speed of 35 / 30 wpm respectively.
- iv. Knowledge of Computer Applications.
- v. Two (2) years of experience as a Stenographer or equivalent in Central State Govt. Organizations/ University Research Institutions or Central/ State autonomous Institutions/reputed private institutions having a turnover of 200 Crores.

**Desirable:** Proficiency in English and good communication skills.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English/ 55 minutes Hindi

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### Group-C Posts

### 14. TECHNICAL ASSISTANT

Bachelor's degree with a minimum of three (3) years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory.

The experience should be in a University/ Research establishment/ Central/ State Govt./ PSU and other autonomous bodies or Private organizations of repute with an annual turnover of at least Rs.200/- Crores or more.

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### 15. JUNIOR PROFESSIONAL ASSISTANT

Master's Degree in Library Science and Information Science from any recognized University/Institution.

**OR**

Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two (2) years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

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## 16. OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
  - ii. Two (2) years' experience as Junior Office Assistant/ Lower Division Clerk/ equivalent posts in University/ Research Establishment / Central/ State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- crores or more.
  - iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
  - iv. Proficiency in Computer Operations
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## 17. STENOGRAPHER

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Proficiency in Stenography in English or Hindi with a minimum speed of 80wpm.
- iii. Proficiency in Typing in English or Hindi with a minimum speed of 35/ 30 wpm respectively.
- iv. Knowledge of Computer Applications.

**Desirable Qualifications:** Proficiency in English and good communication skills.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English/ 65 minutes Hindi

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## 18. LABORATORY ASSISTANT

Bachelor's degree with minimum two (2) years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

The experience should be in a University/ Research establishment/ Central/ State Govt./ PSU and other autonomous bodies or Private organizations of repute with an annual turnover of at least Rs.200/- Crores or more.

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## 19. JUNIOR OFFICE ASSISTANT

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)
- iii. Proficiency in Computer Operations.



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## 20. LABORATORY ATTENDANT

10+2 with science stream from any recognized Central/ State Board

**OR**

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

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### Payment of Fee:

Group	Category	Fee
Group 'A' – Posts	UR / EWS / OBC	Rs. 1,000/-
	SC / ST / PwBD / Women	NIL
Group 'B' and 'C' – Posts	UR / EWS / OBC	Rs. 500/-
	SC / ST / PwBD / Women	NIL

- If a candidate wishes to apply for more than one post, separate application and fees must be submitted.
- Fee once paid will not be refunded under any circumstances. Candidates should go through the Notification and ensure their eligibility before making payment.

### Instructions to the candidates for filling out 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)

## INSTRUCTIONS FOR CANDIDATES APPLYING FOR RESERVED POSTS (SC/ST/OBC/PWBD/EWS)

**Submission of valid Caste Certificate, Age, and Other Relaxations:** Candidates belonging to SC/ST/OBC/PwBD/EWS must submit a valid certificate in the format prescribed by the Government of India and issued by the Competent Authority.

PwBD candidates should furnish medical certificates issued by the Competent Authority as proof of their disability. If the Disability certificate is in a language other than English/Hindi, the candidates should submit a self-certified translated copy in English or Hindi, along with a photocopy of the certificate in the local language.

**Visually Challenged Candidates:** SCRIBE assistance will be provided to the candidates with a relevant disability of forty (40) percent and above during the written examination.

**Partially Blind Candidates:** Candidates with visual disability of less than forty percent who can read the normal question paper set for all candidates with or without a magnifying glass and wish to use a magnifying glass in the examination hall will be allowed to do so. Such candidates must bring their own magnifying glass.

**Typing Test Exemption:** Candidates who are otherwise qualified for clerical posts but are certified as unable to type by the medical board attached to Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such board) are exempted from passing the typing test. Such candidates must produce a medical certificate in the prescribed format from the medical authorities.

**Translations of Certificates:** If any of the supporting documents submitted by the applicant are in a language other than English/Hindi, candidates must submit a self-certified translated copy of the same in English or Hindi.

### AGE RELAXATION:

S. No.	Category of Persons	Extent of Age Relaxation
1.	SC/ST Candidates	5 years (for positions reserved for SC & ST only)
2.	OBC (Central List) Non-Creamy Layer Candidates	3 years (for positions reserved for OBC only)
3.	Persons with Benchmark Disabilities (PwBD)	UR – 10 years <b>Reserved Categories:</b> In case the PwBD candidates belong to SC/ST/OBC categories, such SC/ST-cum PwBD candidates are eligible for 15 years and OBC-cum-PwBD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
4.	Outsourced staff deployed in the University	The Competent Authority may grant age relaxation to outsourced staff deployed in the University of Hyderabad, including disengaged staff, to the extent of their service in the University.

Any other age relaxations will be in accordance with the Government of India norms.

## GENERAL INSTRUCTIONS

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1. **Early Submission:** The candidates are advised to submit their online applications well in advance without waiting till the last date of application, to avoid technical issues or any unforeseen circumstances toward the last date for submission.
2. **Qualification and Experience:** Prescribed qualification and experience are the minimum requirements. However, mere possession of qualifications/experience, etc. does not guarantee screening/short-listing for the Written/Trade Test/Interview (wherever applicable). The University reserves the right to limit the number of candidates admitted for interviews/tests based on qualifications and/or experience higher than the minimum required.
3. The University will not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. The candidature thus will be accepted only provisionally subject to final scrutiny. Applications of only those candidates who qualified in the written tests will be taken up for final scrutiny.
4. Once the online application is submitted, there is no provision for editing the application. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms and before submitting them.
5. Only one online application is allowed to be submitted by a candidate for one post. In case, more than one application of a candidate with different registration for the same post is detected, all the applications will be rejected and his candidature for the examination will be cancelled.
6. **Crucial Date for Eligibility Determination:** Eligibility will be determined based on qualifications/experience acquired by candidates until the last date for receipt of applications.
7. **FOR DEPUTATION POSTS** – Applications are required to upload the following documents:
  - a) No Objection Certificate.
  - b) Experience/Service certificate with details of posts held, pay scales, etc. in various organizations.
  - c) Attested copies of ACRs/APARs for the last five (5) years up to 31/03/2024.
  - d) Integrity Certificate.
  - e) Vigilance Clearance certificate, indicating no pending or contemplated disciplinary or criminal proceedings against the applicant.
  - f) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
  - g) Self-attested copies of certificates supporting educational qualifications, experience, etc.

8. **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.
9. **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.
10. **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. All applicants are advised to visit the University website from time to time.
11. **Pension Scheme:** Candidates joining the University service on or after 1st January 2004 are covered under the New Pension Scheme. However, employees who entered public service before 31.12.2003 and were governed by the CCS (Pension) Rules, 1972, shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to receipt of past service benefits under these Rules from the previous employer. Government of India Orders on "Mobility of personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments" will apply in such cases.
12. **Canvassing:** Canvassing in any form will be treated as a disqualification.
13. **Dispute Resolution:** All disputes are subject to Hyderabad jurisdiction.
14. **Syllabus for Written/Skill Test:** The syllabus for the written/skill test will be notified separately on the University website.
15. **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 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.
16. **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.

17. **Central/State Government/Autonomous Bodies/PSUs Employees/etc.:** The in-service candidates shall upload copies of the experience certificate, and No Objection Certificate along with vigilance clearance and integrity certificate issued by their present employer. They have to submit the original NOC issued by the employer at the time of the written/ skill test or at the time of the interview if they are shortlisted.

Date: 20/06/2024

Place: Hyderabad

*H. N. Ramani*  
20-6-24  
REGISTRAR