



**SCHOOL OF ECONOMICS
UNIVERSITY OF HYDERABAD
(An Institution of Eminence)**

Prof. C.R. Rao Road, Gachibowli, Hyderabad – 500 046

Date: 18-06-2021

Applications are invited from eligible candidates (Indian Nationals only) on a plain paper / prescribed format for the following temporary position(s) in the School of Economics, University of Hyderabad under the project “Institution of Eminence vide: Sanction Order No. UOH/IOE/Manpower/21/20 dated 08-03-2021

1.	Name of the Post	Senior Office Assistant
2.	Number of positions	One (01) – Unreserved One (01) – Other Backward Caste (OBC)
3.	Consolidated emoluments per month.	Rs. 35,000/- p.m. The IOE/UoH rules will apply in terms of tax deductions, etc.
4.	Tenure of the Post	One (01) year.
5.	Essential Qualifications	PG in Statistics/Economics with a good knowledge/ experience in resolving computer hardware & software and internet issues.
6.	Job description	To assist leading of software, dealing with computer related issues, tutorship of statistical packages, statistics, econometrics and basic mathematics.
7.	Experience	2-3 years of experience (desirable)
8.	Age Limit	35 years.

1. Applicants should note that the appointments to be made are purely temporary and there is no right for claiming for any regular appointment in the University.
2. The selection process will consist of an interview and demonstration of the technical skills of the candidate and any other relevant test as may be decided by the selection committee.
3. No TA/DA will be paid for attending the written test/interview or at the time of joining the post.
4. Applications should be submitted in a plain paper / enclosed format (Form B) which must be accompanied by attested copies of all certificates in support of all information furnished in the application.
5. Last date for receipt of filled-in applications to reach the below address is: **05-07-2021**.
6. Address to which the cover letter of the applications should be sent:

Prof. R. V. Ramana Murthy
Dean, School of Economics
Social Science Building
University of Hyderabad, Gachibowli Hyderabad – 500 046.
Emails: deanse@uohyd.ac.in; deanseuh@gmail.com
Office: +91-40-2313-3100

Dean, School of Economics

DEAN
SCHOOL OF ECONOMICS
UNIVERSITY OF HYDERABAD
Hyderabad-500 046. (INDIA)

To

1. Web Master, UoH - with a request to place in the University website
2. All Notice Boards in University of Hyderabad
3. All reputed research institutions in related area of the Project—for display on notice boards

(Note: Only eligible candidates will be informed by email / letter at a later date)

Application for _____

UNIVERSITY OF HYDERABAD P.O. Central University Campus, Gachibowli Hyderabad–500 046., Telangana, INDIA		
Post Applied for:	Paste Recent Photograph
Notification No:	

Personal Details:			Proof enclosed Sl. No.
1	Full Name (as in SSC certificate)		
2	Gender (Male / Female)		
3	Date of Birth & Age as on Notification date		
4	Father's Name		
5	Nationality		
6	Community (General / OBC / SC/ ST / PWD)		
7	Married / Unmarried		

Candidate's Name & Address for correspondence :		
	Mailing address	Permanent address
Name		
Address with PIN Code		
Email:		
Phone No.		
Mobile No.		
Fax No.		

Present position held, if any:			
Name of the University / Institution	Name of the Position and Salary Details	Nature of Duties	Proof encl. no.

Educational Qualifications							
Name of the Examination passed	Name of the Board / University	Month & Year passed	Division/ Classes	% of Marks	CGPA (if grading is applicable)	Subjects studied	Proof Encl. No.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Experience (Including present position / employment)						
Designation & scale of pay	Name & Address of the Employer	Period of Experience			Nature of work/duties performed/ being performed	Proof Encl. Sln. No.
		From date	To date	No. of years/ Months/days		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

Names & complete postal addresses of 2 referees :			
Email:		Email:	
Phone (Landline) with STD Code :		Phone (Landline) with STD Code :	
Mobile Ph:		Mobile Ph:	

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