



UNIVERSITY OF HYDERABAD
हैदराबाद विश्वविद्यालय
P.O. Central University, Gachibowli, Hyderabad
(Website: www.uohyd.ac.in)



**EMPLOYMENT NOTIFICATION FOR THE POSITION OF REGISTRAR
(ON DIRECT RECRUITMENT/DEPUTATION BASIS)
(Advt. No. UH/Rectt./2021-04 dated 11.11.2021)**

University of Hyderabad, a Central University established in 1974 by an Act of Parliament, invites applications from Indian Nationals for the position of **REGISTRAR** on Direct Recruitment/Deputation basis:

The details of the position viz. Qualifications and experience are as follows:

Sl. No.	Name of the Post and post Code	Required Qualifications & Experience	Upper Age Limit	Pay Matrix	No. of Posts
1	Registrar (on Direct Recruitment /Deputation) Post Code : REG	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 (Academic Pay Level - 11, Rs. 67,700 - 2,08,700) and above or with eight years' service in the AGP of Rs. 8,000/- (Academic Pay Level - 12, Rs. 78,800 - 2,09,200) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: (a) Considerable experience in educational administration, stores & purchase, financial and personal, campus management and capacity to lead administration in a residential R&D or academic Institute; (b) A degree in Law/Management (c) Ability to coordinate and lead teams with varied expertise, and (d) exposure to e-governance: and</p> <p>Tenure of appointment: Initially for a period of two years extendable for a further period of three years or till attaining the age of 62 years, whichever is earlier.</p>	58 Years	Level-14, Rs.1,44,200- 2,18,200/-	1 (UR)

Note:

- 1 Appropriate regulations of DoPT./ UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
- 2 Allowances 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.

General Information:

1. Registration fee : Rs. 1,000/- for candidates under 'UR/OBC/TG' categories or Rs.350/- for candidates under 'PWD/Women' category.

Link for payment of Registration fee is available at
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=8920>

The hard copy receipt of transaction must be attached with the application form.

2. How to apply: The candidates have to fill the prescribed application provided in the excel format in the link provided in the advertisement.

The soft copy of the filled-in application form has to be forwarded to mail id: hr@uohyd.ac.in
The candidate has to ensure to forward the soft copy of application, along with the hard copy.
Forwarding of the application by the same candidate multiple times is not admissible.

Candidates serving in Government/Semi-Government/PSUs/Universities/Educational Institutions should send their application either through proper channel or should furnish a No Objection certificate (NOC) from their Employer/Competent Authority at the time of Interview. They can, however, send an advance copy of the application form and relevant enclosures, to the following address on or before 31.12.2021.

Deputy 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.

3. The qualifications and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. The prescribed qualifications and experience are minimum and the mere fact that a candidate possess them will not entitle him/her for being called for interview. The University reserves the right to withdraw any advertised post at any time without giving any reasons.
4. Besides pay in Pay Level, the post carries allowances at par with Central Government employees wherever applicable posted at Hyderabad as per VII CPC norms.
5. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.
6. All the correspondence will be made through Email. Therefore all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University. List of shortlisted candidates and rejected candidates shall be placed on the University Website only.
7. Documentary evidence relating to Educational qualifications viz., Degree/Provisional Certificate, marks memos and Service Certificate or any other documentary evidence showing the pay scales/pay levels in each position or Appointment Orders indicating their Pay Scale/Grade Pay/Pay Level and No Objection Certificate are to be attached to the application.
8. Incomplete applications including applications without the self-attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
9. Any amendment /corrigendum to the advertisement will be notified on the University Website only.

10. In case of any disputes, any suits or legal proceedings against the University, the territorial Jurisdiction shall be restricted to the High Court of Telangana, Hyderabad.
11. The University of Hyderabad reserves the right not to fill up the post, if it so desires.
12. No interim correspondence will be entertained.
13. Canvassing in any form will be treated as disqualification for the post.
14. In case of any clarifications candidates can send email to hr@uohyd.ac.in
15. It is for the candidates to ensure that he/she fulfils the eligibility criteria and complies with the requirements adheres to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard.
16. 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 higher than the minimum prescribed.
17. The eligibility of candidates will be determined on the basis of qualifications/experience etc. acquired by them till the last date fixed for receipt of filled-in applications.
18. The deputation will be governed by the terms and conditions contained in the DoPT O.M. No's. 6/8/2009-Estt.(Pay.II), dt.17.06.2010 and 2/6/2016-Estt.(Pay-II), dt. 17.02.2016 as amended from time to time.
19. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:
 - (a) No Objection Certificate on the Application itself.
 - (b) Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2021.
 - (c) Integrity Certificate.
 - (d) Vigilance Clearance certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
 - (e) Self-attested copies of certificates in support of educational qualifications


REGISTRAR

Place: Hyderabad
Date: 11.11.2021