



UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section-II

No. UH/E-II/C1/2023/

Date: 15-04-2023

NOTIFICATION

Sub:- Draft Cadre Recruitment Rules of Non-Teaching (Group-A, B & C) posts – Reg.
Ref:- Vice-Chancellor's orders dated 14-04-2023.

1. The draft Cadre Recruitment Rules as framed by a Committee under the Chairmanship of Prof. Y.A. Sudhakar Reddy, in respect of following Non-Teaching (Group-A, B & C) posts are notified herewith.

Table: I

Sl. No	Name of the Cadre	Name of the Post
1.	Administrative / Ministerial Services	1. Registrar 2. Finance Officer 3. Controller of Examinations 4. Deputy Registrar 5. Assistant Registrar 6. Section Officer 7. Senior Assistant (Assistant as per Model CRR) 8. Office Assistant (Upper Division Clerk as Model CRR) 9. Junior Office Assistant (Lower Division Clerk as Model CRR) 10. Internal Audit Officer 11. Public Relations Officer
2.	Statistical Services	12. Statistical Assistant
3.	Secretarial Services	13. Private Secretary 14. Personal Assistant 15. Stenographer
4.	Library Services	16. Librarian 17. Deputy Librarian 18. Assistant Librarian 19. Professional Assistant 20. Junior Professional Assistant (Semi-Professional Assistant as per Model CRR) 21. Library Assistant 22. Library Attendant
5.	Technical / Laboratory Services	23. Technical Officer 24. Senior Technical Assistant 25. Technical Assistant 26. Laboratory Assistant 27. Laboratory Attendant

3.	Information & Communication Tech. Services	28. System Manager/ Senior System Analyst 29. Network Engineer (Jr. Maintenance Engineer / Networking Engineer as per Model CRR) 30. System Programmer 31. Computer Operator (Sr. Technical Assistant (Computer) / Junior Programmer / Assistant Programmer as per Model CRR)
4.	Engineering Services	32. University Engineer (Superintendent Engineer (Civil) as per Model CRR) 33. Executive Engineer (Civil) 34. Assistant Engineer (Civil / Electrical) 35. Junior Engineer (Civil / Electrical)
5.	Rajbhasha Services	36. Hindi Officer 37. Hindi Translator 38. Hindi Typist
6.	Security Services	39. Security Officer 40. Assistant Security Officer
7.	Transport Services	41. Driver

2. The draft Cadre Recruitment Rules of following Non-Teaching (Group-A, B & C) posts framed by the duly constituted Committee are hereby notified herewith: .

Table: II

Sl. No	Name of the Cadre	Name of the Post
1.	Information & Communication Tech. Services	1. Director, Computer Centre 2. System Administrator 3. Data Entry Operator
2.	Technical / Laboratory Services	4. Principal Scientific Officer 5. Scientific Officer 6. Junior Technical Officer
3.	Health Centre Services	7. Medical Officer 8. Nursing Officer (Staff Nurse) 9. Pharmacist 10. Laboratory Technician 11. Radiographer
4.	Horticulture Services	12. Horticulturist 13. Assistant Horticulturist
5.	Sports & Physical Education Services	14. Assistant Director, Physical Education & Sports 15. Specialist Coach 16. Groundsman 17. Sports Shed Care Taker 18. Marker (Games)

6.	Security Services	19. Chief Security Officer
7.	Engineering Services	20. Draughtsman (Grade-II)
8.	Virtual Learning & Education Services	21. Director, Centre for Distance & Virtual Learning
9.	Performing Arts & Communication Services	22. Vocalist 23. Mridangist 24. Audio Visual Technician
10.	U.H. Campus School	25. Campus School Principal 26. Post Graduate Teacher (PGT) 27. Trained Graduate Teacher (TGT) incl. Librarian, Work Experience, Art Education and PET. 28. Head Master 29. Primary Teacher (PRT)

The CRRs pertaining to the cadres stated in Table-I are as per the Model CRRs notified by the UGC and the same have been adopted for implementation in its totality. The CRRs indicated in Table-II have been framed by the Committee in accordance with the DoPT norms.

The stakeholders are therefore requested to offer their comments / suggestions through a representation on or before **25-04-2023, 1:00 pm**. The representations may be addressed to the Deputy Registrar (Establishment-II).

Final recommendations will be submitted to the Competent Authority for further course of action for adoption and implementation of the same after incorporation of suggestions / comments, whatever is deemed to be necessary.


Deputy Registrar
(Establishment-II)

To

1. All concerned.
2. Webmaster – With a request to post the Notification on the University website.



UNIVERSITY OF HYDERABAD

Minutes of the Meeting of the Committee for framing Cadre Recruitment Rules for Non-Teaching (Group-A, B & C) positions in the University of Hyderabad.

Vide Notification No. UH/E-II/C1/2022/2772, dated 1-4-2022, a Committee consisting following members was constituted for framing Cadre Recruitment Rules for Non-Teaching (Group-A, B & C) positions in the University of Hyderabad:

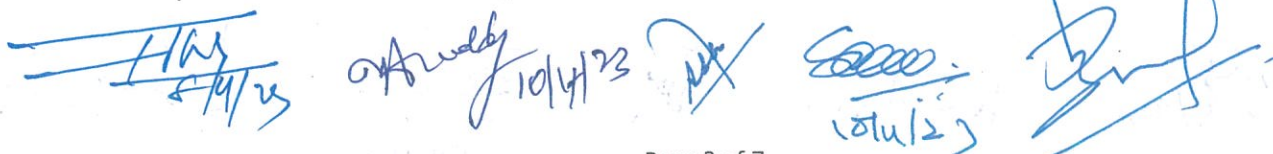
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|---|----|----------|
| 1. Prof. Y.A. Sudhakar Reddy,
School of Social Sciences. | -- | Chairman |
| 2. Prof. D.B. Ramachary,
School of Chemistry | -- | Member |
| 3. Shri B. Srinivas,
Deputy Registrar (F&A Dept.) | -- | Member |
| 4. Shri Abhishek Kumar,
Deputy Registrar (Estate) | -- | Member |
| 5. Shri P. Thukaram,
Deputy Registrar (E-II) | -- | Convener |

The Committee held its meetings on 22nd, 26th April, 2022 & 9th, 22nd, 24th May, 2022 & 3rd June 2022 & 13th, 14th, 20th, 21st February, 2023.

1. The Convener informed to the Committee that the University Grants Commission vide Letter No. F.8-1/2014 (CU), dated 18-10-2021 has conveyed following to the University:
 - (i) Not to advertise/fill up non-teaching posts unless and until the Cadre Recruitment Rules (CRRs) in respect of all the cadres of Non-Teaching posts are reframed in line with the DoPT guidelines, place it before the Executive Council (EC), made part of the Ordinance and is approved by the Ministry of Education.
 - (ii) To ensure that the Roster has been prepared strictly as per the instructions of Govt. of India before advertising/filling up the non-teaching posts.
 - (iii) Not to fill-up any non-teaching positions till the Teaching to Non-Teaching ratio of 1:1.1 is achieved.
 - (iv) Further to the above, the UGC vide Lr. No. F.8-1/2014 (CU) Vol.VII, dated 15-11-2021 again directed the University to frame the Cadre Recruitment Rules of the Non-Teaching posts as per the DoPT instructions as communicated by the UGC vide its letter No. F.69-4/2012 (CU), dated 14-08-2015 & 18-10-2021 and obtain approval of Ministry of Education by making it as a part of Ordinance.
 - (v) Accordingly, the above matter was brought to the notice of the Executive Council in its meeting held on 27th January, 2022. The EC vide Item No. EC:187:2022:15 while according in-principle approval to forward the CRRs framed earlier in respect of the cadres of Group B & C to the Ministry of Education, has authorized the Vice-Chancellor to get examined if the existing CRRs were framed in line with the guidelines prescribed by the DoPT and to propose amendments as would be required before submitting the same for the approval of the Ministry.

And, hence, this Committee has been assigned with the responsibility to revisit the CRRs framed earlier and to bring changes or to reframe the same in consonance with the DoPT guidelines.

2. While the Committee was on its way with its tasks, it was informed by the UGC to the Registrar verbally to stall the process of framing CRRs as it has undertaken the job of framing CRRs uniformly to all the Central Universities and the same will be notified very shortly. Accordingly, the Committee has wound up its activity after its meeting in the month of June, 2022.
3. In its meeting held on 13 February 2023, the Convenor informed to the Committee that the UGC vide its letter F.No. 7-1/2022 (JCRC) dated 27-09-2022 has notified Model Cadre Recruitment Rules for the Non-Teaching cadres positions for all the Central Universities and requested all the Central Universities to take appropriate action for implementation of the same and to frame the CRRs in respect of the cadres which have not been covered within and to submit to the UGC for its approval and the dying cadre posts are not to be filled up.
4. It has further been informed by the Convenor that on 28-09-2022, the Chairman of the University Grants Commission had conducted a virtual meeting with the Registrars of all the Central Universities and all the Registrars have been advised to adopt the Model Recruitment Rules of Non-Teaching posts and to take up the process of filling up of the vacancies once the University concerned have achieved 1:1.1 ratio of Teaching to Non-Teaching.
5. It has also been noted that the sanctioned strength of the faculty in the University of Hyderabad is 539 and accordingly the number of posts corresponding to the ratio of Faculty strength and the number of Non-Teaching posts to be operated shall be 593 against the sanctioned strength of 1394. The total non-teaching cadres are 121 and the same have been categorized into 3, namely, Active, Inactive and Exit Cadres. The Committee noted that out of 121 cadres:
 - a) **74 cadres** are into operation with **593 posts** in tune with the ratio of 1:1.1 of teaching and non-teaching against the existing 671 posts and the same is considered as '**Active Cadres**' which consists of Vice-Chancellor (1-post), the cadres of teachers (Campus School Principal-1, PGT-9, TGT-18, Headmaster-1, PRT-17) & Non-Teaching (Office Assistant – 1, Junior Office Assistant – 1, Laboratory Attendant- 4) cadres in the U.H. Campus School. Currently, as on 01-04-2023, **322** persons are position in above 74 cadres
 - b) **31 cadres** consisting **123** posts have not been filled for considerable period in order to maintain teaching to non-teaching ratio of 1:1.1 and the same is considered as '**Inactive Cadres**';
 - c) **16 cadres** with a sanctioned strength of **600** is having **182 persons-in-position** presently (as on 01-04-2023) are considered to be '**Exit Cadres**'. The last person in position in Exit Cadre shall be vacating the post during the year 2050.
6. As on 01-04-2023, 504 persons are in position which includes 322 from active cadres and 182 are from exit cadres. Thus, the University may fill **89** vacancies against the active cadres to make up the required number of **593**. Working sheets showing the details of sanctioned strength for all the 121 cadres for **1394** positions; (a), (b) & (c) above are appended to the Minutes. A detailed work sheet and schedules indicative of year-wise replenishment of number of positions out of Exit cadres is also appended.

The bottom of the page features several handwritten signatures and dates in blue ink. From left to right, there is a signature that appears to be 'H. S. S.' dated '5/4/23'. Next is a signature that looks like 'Arudh' dated '10/4/23'. This is followed by a signature that is partially obscured but seems to be 'M. S.'. To the right of that is another signature that is mostly illegible but appears to be 'S. S.'. Finally, on the far right, there is a large, stylized signature that is difficult to decipher.

7. It has further been noted by the Committee that out of **74 Active cadres**, CRRs have been covered for **45 cadres** in the Model Cadre Recruitment Rules notified by the UGC. While considering the Model CRR as base, 1 cadre of Computer Centre, namely, **System Analyst** which is in the Core Pay Level:12 has been merged in the cadre of **Systems Manager**. Similarly, 3 cadres of U.H. Campus School, namely, **Office Assistant, Jr. Office Assistant & Lab. Attendant** (which the University was hitherto showing as separate cadre) were also merged. Thus, in effect, CRRs needs to be adopted for **41 cadres**, including in respect of above mentioned **3 cadres**. **Hence, the Committee resolved to recommend for adoption of CRR in respect of 41 cadres in its totality as detailed hereunder:**

Summary of posts – 'ACTIVE CADRES'

Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix
		Pay Band (Rs.)	Grade Pay (Rs.)	
ADMINISTRATIVE / MINISTERIAL SERVICES				
1. Registrar	A	37400-67000	10000	Level-14
2. Finance Officer	A	37400-67000	10000	Level-14
3. Controller of Examination	A	37400-67000	10000	Level-14
4. Deputy Registrar	A	15600-39100	7600	Level-12
5. Assistant Registrar	A	15600-39100	5400	Level-10
6. Section Officer	B	9300-34800	4600	Level-7
7. Senior Assistant (Assistant as per Model CRR)	B	9300-34800	4200	Level-6
8. Office Assistant (Upper Division Clerk as per Model CRR)	C	5200-20200	2400	Level-4
9. Junior Office Assistant (Lower Division Clerk as per Model CRR)	C	5200-20200	1900	Level-2
10. Internal Audit Officer	A	15600-39100	7600	Level-12
11. Public Relation Officer	A	15600-39100	5400	Level-10
STATISTICAL SERVICES				
12. Statistical Assistant	C	5200-20200	2800	Level-5
SECRETARIAL SERVICES				
13. Private Secretary	B	9300-34800	4600	Level-7
14. Personal Assistant	B	9300-34800	4200	Level-6
15. Stenographer	C	5200-20200	2400	Level-4
LIBRARY SERVICES				
16. Librarian	A	37400-67000	10000	Academic Level-14
17. Deputy Librarian	A	15600-39100	8700	Academic Level-13A
18. Assistant Librarian	A	15600-39100	6000	Academic Level-10
19. Professional Assistant	B	9300-34800	4200	Level-6
20. Junior Professional Assistant (Semi-Professional Assistant as per Model CRR)	C	5200-20200	2800	Level-5
21. Library Assistant	C	5200-20200	2400	Level-4
22. Library Attendant	C	5200-20200	1800	Level-1

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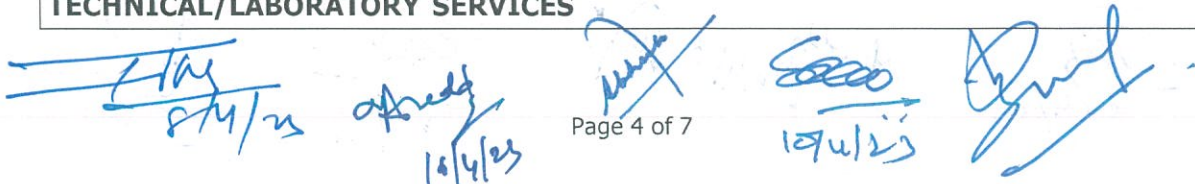
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TECHNICAL/LABORATORY SERVICES					
23.	Technical Officer	A	15600-39100	5400	Level-10
24.	Senior Technical Assistant	B	9300-34800	4200	Level-6
25.	Technical Assistant	C	5200-20200	2800	Level-5
26.	Laboratory Assistant	C	5200-20200	2400	Level-4
27.	Laboratory Attendant	C	5200-20200	1800	Level-1
INFORMATION AND COMMUNICATION TECH. SERVICES					
28.	System Manager / Senior System Analyst	A	15600-39100	7600	Level-12
29.	Network Engineer (Junior Maintenance Engineer / Networking Engineer as per Model CRR)	A	15600-39100	5400	Level-10
30.	System Programmer	A	15600-39100	5400	Level-10
31.	Computer Operator (Senior Technical Assistant (Computer) / Junior Programmer/Assistant Programmer as per Model CRR)	B	9300-34800	4200	Level-6
ENGINEERING SERVICES					
32.	University Engineer (Superintendent Engineer (Civil)/University Engineer as per Model CRR)	A	15600-39100	8700	Level-13
33.	Executive Engineer (Civil)	A	15600-39100	6600	Level-11
34.	Assistant Engineer (Civil / Electrical)	B	9300-34800	4600	Level-7
35.	Junior Engineer (Civil / Electrical)	B	9300-34800	4200	Level-6
RAJBHASHA SERVICES					
36.	Hindi Officer	A	15600-39100	5400	Level-10
37.	Hindi Translator	B	9300-34800	4200	Level-6
38.	Hindi Typist	C	5200-20200	1900	Level-2
SECURITY SERVICES					
39.	Security Officer	B	9300-34800	4600	Level-7
40.	Assistant Security Officer	B	9300-34800	4200	Level-6
TRANSPORT SERVICES					
41.	Driver	C	5200-20200	1900	Level-2

8. The Committee took up the cases of remaining **29 cadres** including the cadres of Teachers of UH Campus School, which are not part of the Model CRR, and formulated Cadre Recruitment Rules as detailed hereunder:

Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	
		Pay Band (Rs.)	Grade Pay (Rs.)		
INFORMATION AND COMMUNICATION TECH. SERVICES					
1.	Director, Computer Centre	A	37400-67000	10000	Level-14
2.	System Administrator	A	15600-39100	7600	Level-12
3.	Data Entry Operator	C	5200-20200	2400	Level-4
TECHNICAL/LABORATORY SERVICES					



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4.	Principal Scientific Officer	A	37400-67000	10000	Level-14
5.	Scientific Officer	A	15600-39100	5400	Level-10
6.	Junior Technical Officer	B	9300-34800	4600	Level-7
HEALTH CENTRE SERVICES					
7.	Medical Officer	A	15600-39100	5400	Level-10
8.	Nursing Officer (Staff Nurse)	B	9300-34800	4200	Level-6
9.	Pharmacist	B	5200-20200	2800	Level-5
10.	Laboratory Technician	C	5200-20200	2800	Level-5
11.	Radiographer	C	5200-20200	2800	Level-5
HORTICULTURE SERVICES					
12.	Horticulturist	B	9300-34800	4600	Level-7
13.	Assistant Horticulturist	B	9300-34800	4200	Level-6
SPORTS & PHYSICAL EDUCATION SERVICES					
14.	Assistant Director, Physical Education & Sports	A	15600-39100	6000	Academic Level-10
15.	Specialist Coach	C	5200-20200	2800	Level-5
16.	Groundsman	C	5200-20200	1800	Level-1
17.	Sports Shed Care Taker	C	5200-20200	1800	Level-1
18.	Marker (Games)	C	5200-20200	1800	Level-1
SECURITY SERVICES					
19.	Chief Security Officer	A	15600-39100	6600	Level-11
ENGINEERING SERVICES					
20.	Draughtsman (Grade-II)	C	5200-20200	2800	Level-5
VIRTUAL LEARNING & EDUCATION SERVICES					
21.	Director, Centre for Distance & Virtual Learning	A	37400-67000	10000	Level-14
PERFORMING ARTS & COMMUNICATION SERVICES					
22.	Vocalist	B	9300-34800	4600	Level-7
23.	Mridangist	B	9300-34800	4200	Level-6
24.	Audio Visual Technician	C	5200-20200	2800	Level-5
U.H. CAMPUS SCHOOL					
25.	Campus School Principal	A	15600-39100	7600	Level-12
26.	Post Graduate Teacher (PGT)	B	9300-34800	4800	Level-8
27.	Trained Graduate Teacher (TGT) incl. Librarian, Work Experience, Art Education & PET	B	9300-34800	4600	Level-7
28.	Head Master	B	9300-34800	4600	Level-7
29.	Primary Teacher (PRT)	B	9300-34800	4200	Level-6

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In addition to 69 cadres (41 adopted Model CRR + 28 formulated CRR), the Committee also felt that the following **13 Cadres** (of Inactive / Exit) requires framing recruitment rules for application of the same in case a need arises operating these cadres in future.

1. Senior Technician
2. Junior Technician
3. Hospital Attendant
4. Junior Horticulturist
5. Mess Supervisor
6. Cook
7. Technical Assistant (History)
8. Health Inspector
9. Senior Security Assistant
10. Junior Security Assistant (Security Assistant as per Model CRR)
11. Senior Mechanic
12. Junior Mechanic
13. Draughtsman (Grade- III)

9. The Committee felt no necessity of framing CRRs in respect of following **Inactive / Exit cadres** for the time being in light of the fact that these positions are not occupied currently by any and have been kept in operative for considerable duration. The University may however frame the CRR for the same as and when the posts from any of these cadres takes up for filling:

Inactive Cadres

- | | |
|----------------------------------|-----------------------------|
| 1. Documentation Officer | 13. Helper Potter |
| 2. Senior Scientific Officer | 14. Helper Horticulture |
| 3. Instrumentation Officer | 15. Plant Culture Attendant |
| 4. Foreman, Central Workshop | 16. Telephone Operator |
| 5. Curator | 17. Museum Attendant |
| 6. Assistant Archivist | 18. House Keeper |
| 7. Draughtsman (Grade-I) | 19. Security Guard |
| 8. Senior Pharmacist | 20. Dispatch Rider |
| 9. Technical Assistant (MCA/DCA) | 21. Helper Automobile |
| 10. Diesel Generator Operator | 22. Helper Transport |
| 11. Mate | 23. Book Binder |
| 12. Potter | 24. Marker |

Exit Cadres

- | | | |
|---------------------|------------------------|------------------|
| 1. Helper | 5. Office Attendant | 9. Cook Level-II |
| 2. Mali | 6. Multi-Tasking Staff | 10. Helper Cook |
| 3. Server / Cleaner | 7. Sweeper | |
| 4. Animal Attendant | 8. Ayah (UHCS) | |

10. The Committee places the above recommendation for adoption of the same and to make part of the Ordinances. The copies of Cadre Recruitment Rules, as framed by the Committee, are appended herewith for necessary action.


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Shri B. Srinivas
10/4/23


Shri Abhishek Kumar


Shri P. Thukaram


Prof. D.B. Ramachary


Prof. Y.A. Sudhakar Reddy
(Chairman)



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament, 1974.)

**Non-Teaching (Group-A, B & C)
Cadre Recruitment Rules – 2023
(Under Ordinance No. XX)**

Prof. C.R. Rao Road, P.O. Central University Campus, Gachibowli, Hyderabad – 500 046,
Telangana, India.

Website: www.uohyd.ac.in

UNIVERSITY OF HYDERABAD
Cadre Recruitment Rules for Non-Teaching Posts - 2023

Sl. No.	Particulars	Page Nos.
1.	General Rules	

SUMMARY OF POSTS – 'ACTIVE CADRES'

	Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ADMINISTRATIVE / MINISTERIAL SERVICES						
1.	Registrar	A	37400-67000	10000	Level-14	
2.	Finance Officer	A	37400-67000	10000	Level-14	
3.	Controller of Examination	A	37400-67000	10000	Level-14	
4.	Deputy Registrar	A	15600-39100	7600	Level-12	
5.	Assistant Registrar	A	15600-39100	5400	Level-10	
6.	Section Officer	B	9300-34800	4600	Level-7	
7.	Senior Assistant (Assistant as per Model CRR)	B	9300-34800	4200	Level-6	
8.	Office Assistant (Upper Division Clerk as per Model CRR)	C	5200-20200	2400	Level-4	
9.	Junior Office Assistant (Lower Division Clerk as per Model CRR)	C	5200-20200	1900	Level-2	
10.	Internal Audit Officer	A	15600-39100	7600	Level-12	
11.	Public Relation Officer	A	15600-39100	5400	Level-10	
STATISTICAL SERVICES						
12.	Statistical Assistant	C	5200-20200	2800	Level-5	
SECRETARIAL SERVICES						
13.	Private Secretary	B	9300-34800	4600	Level-7	
14.	Personal Assistant	B	9300-34800	4200	Level-6	
15.	Stenographer	C	5200-20200	2400	Level-4	

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Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
		Pay Band (Rs.)	Grade Pay (Rs.)		
LIBRARY SERVICES					
16.	Librarian	A	37400-67000	10000	Academic Level-14
17.	Deputy Librarian	A	15600-39100	8700	Academic Level-13A
18.	Assistant Librarian	A	15600-39100	6000	Academic Level-10
19.	Professional Assistant	B	9300-34800	4200	Level-6
20.	Junior Professional Assistant (Semi-Professional Assistant as per Model CRR)	C	5200-20200	2800	Level-5
21.	Library Assistant	C	5200-20200	2000	Level-3
22.	Library Attendant	C	5200-20200	1800	Level-1
TECHNICAL/LABORATORY SERVICES					
23.	Technical Officer	A	15600-39100	5400	Level-10
24.	Senior Technical Assistant	B	9300-34800	4200	Level-6
25.	Technical Assistant	C	5200-20200	2800	Level-5
26.	Laboratory Assistant	C	5200-20200	2400	Level-4
27.	Laboratory Attendant	C	5200-20200	1800	Level-1
INFORMATION AND COMMUNICATION TECH. SERVICES					
28.	System Manager / Senior System Analyst	A	15600-39100	7600	Level-12
29.	Network Engineer (Junior Maintenance Engineer / Networking Engineer as per Model CRR)	A	15600-39100	5400	Level-10
30.	System Programmer	A	15600-39100	5400	Level-10
31.	Computer Operator (Senior Technical Assistant (Computer) / Junior Programmer / Assistant Programmer as per Model CRR)	B	9300-34800	4200	Level-6
ENGINEERING SERVICES					
32.	University Engineer (Superintendent Engineer (Civil)/University Engineer as per Model CRR)	A	15600-39100	8700	Level-13
33.	Executive Engineer (Civil)	A	15600-39100	6600	Level-11
34.	Assistant Engineer (Civil / Electrical / Mechanical)	B	9300-34800	4600	Level-7
35.	Junior Engineer	B	9300-34800	4200	Level-6

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Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	PageNos.
		Pay Band(Rs.)	Grade Pay (Rs.)		
RAJBHASHA SERVICES					
36.	Hindi Officer	A	15600-39100	5400	Level-10
37.	Hindi Translator	B	9300-34800	4200	Level-6
38.	Hindi Typist	C	5200-20200	1900	Level-2
SECURITY SERVICES					
39.	Security Officer	B	9300-34800	4600	Level-7
40.	Assistant Security Officer	B	9300-34800	4200	Level-6
TRANSPORT SERVICES					
41.	Driver	C	5200-20200	1900	Level 2

**SUMMARY OF POSTS – FOR WHICH CRRS HAVE BEEN FRAMED BY
THE UNIVERSITY**

Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC PayMatrix	PageNos.
		Pay Band (Rs.)	Grade Pay (Rs.)		
INFORMATION AND COMMUNICATION TECH. SERVICES					
1.	Director, Computer Centre	A	37400-67000	10000	Level-14
2.	System Administrator	A	15600-39100	7600	Level-12
3.	Data Entry Operator	C	5200-20200	2400	Level-4
TECHNICAL/LABORATORY SERVICES					
4.	Principal Scientific Officer	A	37400-67000	10000	Level-14
5.	Scientific Officer	A	15600-39100	5400	Level-10
6.	Junior Technical Officer	B	9300-34800	4600	Level-7
HEALTH CENTRE SERVICES					
7.	Medical Officer	A	15600-39100	5400	Level-10
8.	Nursing Officer (Staff Nurse)	B	9300-34800	4200	Level-6
9.	Pharmacist	B	5200-20200	2800	Level-5
10.	Laboratory Technician	C	5200-20200	2800	Level-5
11.	Radiographer	C	5200-20200	2800	Level-5
HORTICULTURE SERVICES					
12.	Horticulturist	B	9300-34800	4600	Level-7
13.	Assistant Horticulturist	B	9300-34800	4200	Level-6

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SPORTS & PHYSICAL EDUCATION SERVICES					
14.	Assistant Director, Physical Education & Sports	A	15600-39100	6000	Academic Level-10
15.	Specialist Coach	C	5200-20200	2800	Level-5
16.	Groundsman	C	5200-20200	1800	Level-1
17.	Sports Shed Care Taker	C	5200-20200	1800	Level-1
18.	Marker (Games)	C	5200-20200	1800	Level-1
SECURITY SERVICES					
19.	Chief Security Officer	A	15600-39100	6600	Level-11
ENGINEERING SERVICES					
20.	Draughtsman (Grade-II)	C	5200-20200	2800	Level-5
VIRTUAL LEARNING & EDUCATION SERVICES					
21.	Director, Centre for Distance & Virtual Learning	A	37400-67000	10000	Level-14
PERFORMING ARTS & COMMUNICATION SERVICES					
22.	Vocalist	B	9300-34800	4600	Level-7
23.	Mridangist	B	9300-34800	4200	Level-6
24.	Audio Visual Technician	C	5200-20200	2800	Level-5
U.H. CAMPUS SCHOOL SERVICES					
25.	Campus School Principal	A	15600-39100	7600	Level-12
26.	Post-Graduate Teacher (PGT)	B	9300-34800	4800	Level-8
27.	Trained Graduate Teacher (TGT) (incl. Librarian, Work Experience, Art Education & PET)	B	9300-34800	4600	Level-7
28.	Head Master	B	9300-34800	4600	Level-7
29.	Primary Teacher (PRT)	B	9300-34800	4200	Level-6

**SUMMARY OF POSTS OF INACTIVE / EXIT CADRES FOR WHICH CRRs HAVE BEEN FRAMED
IN CASE OF A NEED ARISES OPERATING IN FUTURE**

	Name of the Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix
			Pay Band (Rs.)	Grade Pay (Rs.)	
1.	Senior Technician	C	5200-20200	2400	Level-4
2.	Junior Technician	C	5200-20200	2000	Level-3
3.	Hospital Attendant	C	5200-20200	1800	Level-1
4.	Junior Horticulturist	C	5200-20200	2800	Level-5
5.	Mess Supervisor	C	5200-20200	2400	Level-4
6.	Cook	C	5200-20200	1900	Level-2
7.	Technical Assistant (History)	C	5200-20200	2800	Level-5

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8.	Health Inspector	C	5200-20200	2800	Level-5
9.	Senior Security Assistant	C	5200-20200	2400	Level-4
10.	Junior Security Assistant (Security Assistant as per Model CRR)	C	5200-20200	1900	Level-2
11.	Senior Mechanic	C	5200-20200	2800	Level-5
12.	Junior Mechanic	C	5200-20200	2400	Level-4
13.	Draughtsman (Grade-III)	C	5200-20200	2400	Level-4

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General Rules

**UNIVERSITY OF HYDERABAD
CADRE RECRUITMENT RULES
NON-TEACHING AND OTHER ACADEMIC POSTS-2023**

The Executive Council of the "**University of Hyderabad**", in exercise of the powers conferred under Section 26(1)(i) of the University Act, Statutes 13 (2)(iii) of the "**The University of Hyderabad Act, 1974**", in supersession of all existing recruitment rules, relevant, Ordinances/University regulations of the Executive Council in this regard, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under Ordinance No. XX.

1. SHORT TITLE AND COMMENCEMENT:

- 1.1** These Rules shall be called Central University Non-Teaching and Other Academic Posts Cadre Recruitment Rules 2023 of "**University of Hyderabad**".
- 1.2** These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITION:

In these Rules, unless the context otherwise requires:

- 2.1** 'Act' shall mean the "**The University of Hyderabad Act, 1974**" as amended from time to time.
- 2.2** 'Executive Council' shall mean the Executive Council of "**University of Hyderabad**".
- 2.3** 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRRs / Regulations of the University as amended from time to time.
- 2.4** 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5** 'Departmental Candidate' shall mean the employee working on regular basis in the "the University of Hyderabad" against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6** 'Direct Recruitment' shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7** 'Government' shall mean the Government of India.
- 2.8** 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University.
- 2.9** 'Other Academic Staff' shall mean the other academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018" and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.
- 2.10** 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad- hoc basis
- 2.11** 'Schedule' shall mean the Schedule(s) appended to these Rules
- 2.12** 'Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.

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- 2.13** Departmental Promotion Committee and Departmental Confirmation Committee shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule 2.
- 2.14** 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "**The University of Hyderabad Act, 1974**", for the time being in force and as amended from time to time.
- 2.15** 'University' shall mean "**University of Hyderabad**" established under "**The University of Hyderabad Act, 1974**".
- 2.16** 'Age' shall mean the upper age limit as specified in the Schedule-1.
- 2.17** 'Notified date' shall mean the date specified in the Notification.
- 2.18** 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19** 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.20** 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.21** 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.22** (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.
(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.23** 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.24** All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "**Name of the Act**", Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.

3. EXTENT OF APPLICATION:

- 3.1** These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2** Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

4. CLASSIFICATION OF POSTS:

- 4.1** Group 'A' (Pay Level 10 and above)
- 4.2** Group 'B' (Pay Level 6 to 9)
- 4.3** Group 'C' including Multi-Tasking Staff (MTS) (Pay Level-1 to 5)

5. SCHEDULE:

The number of posts, with classification, Pay Matrix, details of qualification, experience, method

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of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A'/ Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1. Direct Recruitment
- 7.2. Promotion
- 7.3. Deputation/Absorption
- 7.4. Tenure Appointment

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled-1 under these rules.
- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained. The Executive Council may abolish any post under intimation to UGC. However, for conversion of any post to another post prior approval of UGC shall be require.

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- 9.2** The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. INITIAL CONSTITUTION:

- 10.1** The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- 10.2** The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

11. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:

I. ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

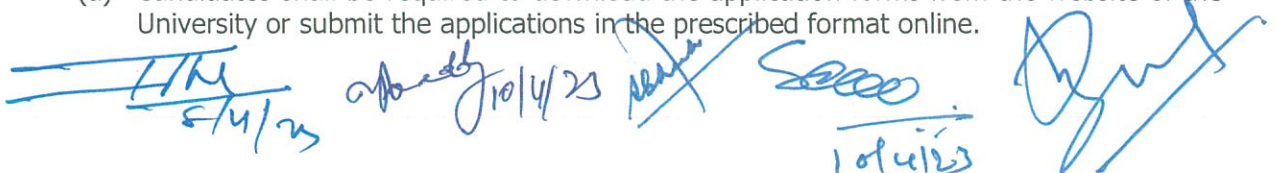
II. TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III. APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.

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(b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the "**University of Hyderabad**" through online/offline payment.

(c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.

(d) Receipt of applications after the closing date:

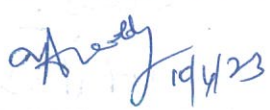
- The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
- The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
- In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.

(e) The application should be addressed to "The Registrar, "**University of Hyderabad**" in a closed cover super-scribing "Application for the post of".

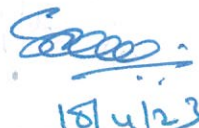
(f) Holding of Written/Skill Tests:

- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
- The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.


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- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (j) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' Non-Teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1** The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2** The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3** If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4** No recommendation shall be made by the selection committee with any condition attached to it.

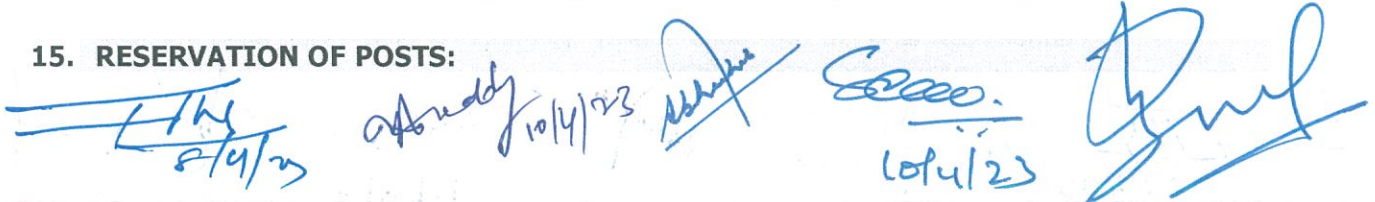
13. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. RESERVATION OF POSTS:

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- 15.1** The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
- 15.2** The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- 15.3** A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 15.4** When a relaxed standard is applied in selecting a SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

Note: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

Payment of TA: A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs/Local Governments/Panchayats.

16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.
- If minimum three eligible applicants are not available for any vacancy to appear for the

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written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.

- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.

17. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/DEPARTMENTAL CONFIRMATION COMMITTEES *

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-2. The Vice- Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

(* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

18. QUORUM:

- 18.1** The Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.
- 18.2** For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

19. DIRECT RECRUITMENT BY OPEN SELECTION:

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- 19.1** Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.
- 19.2** Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- 19.3** The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- 19.4** In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- 19.5** The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.
- 19.6** The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20. SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt of India/UGC.

21. APPOINTMENT AND JOINING TIME:

- 21.1** The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- 21.2** An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 21.3** If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

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22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

- 22.1** Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
- 22.2** The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 22.3** It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly.
- 22.4** Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 22.5** The person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 22.6** The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.
- 22.7** Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 22.8** In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

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- 22.9** The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining.
- 22.10** The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 22.11** The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 22.12** The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 22.13** At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 22.14** The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- 22.15** (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
- (ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if


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otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- (v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

23. PROMOTION:

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 23.2.

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- 23.4** In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- 23.5** The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.
- 23.6** In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.
- 23.7** The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Pay Level 12 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S. No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

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- (d) The following cases shall be brought to the notice of the DPC:
- (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the juniormost officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

- (e) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

24. FUNCTIONS OF THE DPC:

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the

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appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

25. MODE OF PROMOTION:

- 25.1** The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.
- 25.2** In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- 25.3** Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.
- 25.4** All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 25.5** Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. AD-HOC PROMOTIONS:

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. PANEL:

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/CAREER

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ADVANCEMENT SCHEME (CAS)/DYNAMIC ASSURED CAREER PROGRESSION SCHEME

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of Non-Teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GOI/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. of India/UGC from time-to-time.
- (b) In case of up-gradation of Pay Scale, up to the level of Joint Registrar or equivalent, the Registrar shall Chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC / GoI.
- (c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. PROBATION:

- 30.1** In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or

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to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in nocircumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

- 30.2** In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*
- (ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*
- (iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*
- (iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organization.*

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- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

31. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

32. POWER TO RELAX:

32.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organizations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

33. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

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- 33.1** Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2** Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- 33.3** Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 33.4** Who is not a citizen of India; and
- 33.5** Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

34. VIGILANCE CLEARANCE:


- 34.1** Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
- 34.2** Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.
- 34.3** Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.
- 34.4** These are the model cadre recruitment rules which have been prepared generally to cover all the posts sanctioned to different Central Universities and its constituent / affiliated college(s), as far as possible. The Universities shall accordingly adopt the CRR only for such posts which are sanctioned to them by the UGC. This model CRR does not entitle any University to create any post mentioned in the model CRR other than those sanctioned to them by UGC. They shall not create/demand any other post merely because such posts exist in the model CRR.

35. REMOVAL OF DIFFICULTIES:


If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

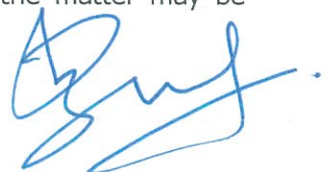
36. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

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37. AMENDMENT OF RULES:

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

38. RESIDUARY MATTERS:

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the **"High Court for the State of Telangana at Hyderabad"**

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41. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

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Schedule-II

**Selection Committee for Direct Recruitment / Departmental Promotion
Committee/Departmental Confirmation Committee
of Non-Teaching Employees**

(1) **Following shall be the constitution of the Selection Committees:**(a) For **Group 'A'** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/Pro-Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/Department	:	Member
4.	One member of the EC nominated by it.	:	Member
5.	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6.	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	Pro-Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/ Department	:	Member
4.	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/Department	:	Member

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4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

(2) **Following shall be the constitution of the Departmental Promotion Committee:**

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar	:	Member

(b) For **Group 'B'**:

1.	Pro-Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member

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5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member
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(3) **Following shall be the constitution of the Departmental Confirmation Committee:**

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor*(*in the absence of Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	Pro-Vice-Chancellor/Registrar*(*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.

Quorum:

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

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Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial

Post: Registrar

1.	Name of the Post	Registrar
2.	Number of Post (s)	(One) - 1
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 14
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for re-appointment after observance of due selection process)</p>
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at Col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at Col. 12.</p>
12.	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff, 2023

Cadre: Administrative/ Ministerial

Post: Finance Officer

1.	Name of the Post	Finance Officer
2.	Number of Post (s)	(One) - 1
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level -14
5.	Whether Selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)

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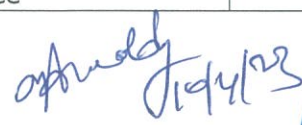

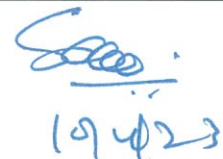

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11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation: Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p>OR</p> <p>University System/ Other organization subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. Note: The Selection Committee for deputation shall be the same as at Column 12.</p>
12.	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification



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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative/ Ministerial

Post: Controller of Examinations

1.	Name of the Post	Controller of Examinations
2.	Number of Post (s)	(One) -1
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 14
5.	Whether Selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12 Selection Committee: As at Column 12.
12.	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Deputy Registrar

1.	Name of the Post	Deputy Registrar
2.	Number of Post (s)	Nine – (9)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level - 12
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) Five years of experience as Assistant Registrar or inequivalent post in the Pay Level 10 and above.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess at least Bachelor's degree from a recognized University.
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation /absorption to be made	Promotion: Assistant Registrar with five years regular service in Pay Level-11. Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organizations.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Assistant Registrar

1.	Name of the Post	Assistant Registrar
2.	Number of Post (s)	Fifteen – (15)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level -10
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Five (5) years of regular service as Section Officer / Private Secretary (Pay Level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Section Officer

1.	Name of the Post	Section Officer
2.	Number of Post (s)	Twenty three – (23)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level:	Level -7
5.	Whether Selection or Non-Selection post	Selection Not Applicable in case of Direct Recruitment / Deputation
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognized Institute/ University. ii) Three 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 annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Senior Assistant

1.	Name of the Post	Senior Assistant (Assistant as per Model CRR)
2.	Number of Post (s)	Thirty five – (35)
3.	Classification	Group – 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the 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. Proficiency in Typing, Computer applications, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation / absorption to be made	Promotion: UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Office Assistant

1.	Name of the Post	Office Assistant (Upper Division Clerk as per Model CRR)
2.	Number of Post (s)	Seventy Four – (74) [incl. 1-UH Campus School]
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 4
5.	Whether Selection or Non- Selection post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/University. (ii) Two year experience as 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation / absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules

* The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottom seniority in future, inter-se-seniority between the two cadres shall be maintained.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Junior Office Assistant

1.	Name of the Post	Junior Office Assistant (Lower Division Clerk as per Model CRR)
2.	Number of Post (s)	Eighty Six – (86) [Incl. 1- U.H. Campus School]
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 2
5.	Whether Selection or Non-Selection Post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	(i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. (ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. (iii) Promotion: 5% of the vacancies shall be filled on seniority- cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the

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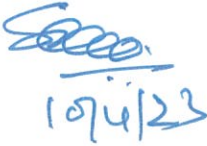

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		educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22 nd April, 2015.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation /absorption to be made	As in Column No. 10
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of Junior Office Assistant through Departmental Qualifying Examination.**



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Internal Audit Officer

1.	Name of the Post	Internal Audit Officer (On Deputation only)
2.	Number of Post (s)	One – (1)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level - 12
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	56 Years (on deputation)
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Deputation
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p>OR</p> <p>With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p>OR</p> <p>With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Administrative / Ministerial Services

Post: Public Relations Officer

1.	Name of the Post	Public Relation Officer
2.	Number of Post (s)	One – (01)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level -10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>(i) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University / Institute.</p> <p>(ii) At least Five years' experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable: Good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Statistical Services

Post: Statistical Assistant

1.	Name of the Post	Statistical Assistant
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 5
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's Degree in Economics with Statistics as one of the subjects OR Bachelor's Degree in Commerce with Statistics as one of the subjects
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Secretarial Services

Post: Private Secretary

1.	Name of the Post	Private Secretary
2.	Number of Post (s)	Six – (6)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 7
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) A Bachelor's Degree from a recognized University/Institute.</p> <p>(ii) At least three (3) years' experience as Personal Assistant or five (5) years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi</p> <p>(iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>(v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25% by direct recruitment, failing which by deputation.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Personal Assistant with 05 (five) years regular service in Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under Column 7.

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		<p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023




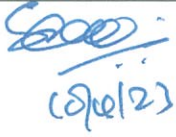

Cadre: Secretarial Services

Post: Personal Assistant

1.	Name of the Post	Personal Assistant
2.	Number of Post (s)	Seven – (7)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Selection Not Applicable in case of Direct Recruitment
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>(ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</p> <p>(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications.</p> <p>(v) Two years' experience as Stenographer or equivalent in Central/ State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</p> <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation / absorption,	Promotion: Stenographer with 05 (five) years regular service in Level-4 on the basis of

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	grades from which promotion / deputation / absorption to be made	<p>Seniority-cum-Fitness, subject to qualifying in the stenography test as mentioned under Column 7.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Secretarial Services

Post: Stenographer

1.	Name of the Post	Stenographer
2.	Number of Post (s)	Eight – (8)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 4
5.	Whether Selection or Non-Selection post	Not applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>(ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.</p> <p>(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications.</p> <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion /deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Librarian

1.	Name of the Post	Librarian
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Academic Level - 14
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' 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/ documentation/ archives and manuscript keeping.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion /deputation / absorption to be made	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in Column 07.
12.	Composition of DPC or Selection Committee	As per UGC Regulations 2018

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Deputy Librarian

1.	Name of the Post	Deputy Librarian
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Academic Level -13A
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	Qualifications:- (i) Master's degree in Library Science / Information Science / documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. (ii) Eight years' experience as an Assistant University Librarian/ College Librarian. (iii) Evidence of innovative library services including integration of ICT in library. (iv) A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per UGC Regulations 2018

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Assistant Librarian

1.	Name of the Post	Assistant Librarian
2.	Number of Post (s)	Eight – (8)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Academic Level -10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>(ii) A consistently good academic record with knowledge of computerization of library.</p> <p>(iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree 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:</p> <p>Provided that the, candidates registered for the Ph.D. Programme prior to 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 Ph.D. candidates 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 fulfilment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p>




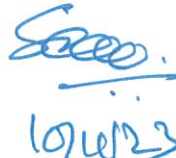

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		<p>c) Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per UGC Regulations 2018



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Recruitment Rules of Non-Teaching Staff - 2023


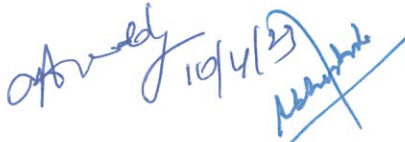

Cadre: Library Services

Post: Professional Assistant

1.	Name of the Post	Professional Assistant
2.	Number of Post (s)	Eleven – (11)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) Master's Degree in Library & Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>(ii) Knowledge of Computer Applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (Column 7).
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation/ absorption to be made.	<p>Promotion: Semi Professional Assistant with five years regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment</p> <p>Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organization, PSU, University or recognized research institution;</p>

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		(i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. (iii) Possessing the qualifications and experience prescribed for direct recruitment under Column 7.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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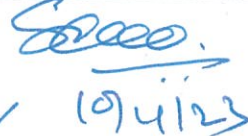

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Junior Professional Assistant

1.	Name of the Post	Junior Professional Assistant (Semi Professional Assistant as per Model CRR)
2.	Number of Post (s)	Seventeen – (17)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level - 5
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Qualifications: 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 years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	(i) 75% by Promotion failing which by direct recruitment. (ii) 25% by Direct Recruitment.
11.	In case of recruitment by promotion/deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion: Library Assistant with 5 years of regular service in Level 4.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Library Assistant

1.	Name of the Post	Library Assistant
2.	Number of Post (s)	Seventeen – (17)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level - 4
5.	Whether Selection or Non-Selection post	Selection Not applicable in case of Direct Recruitment.
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii) Typing speed of 30 words per minute in English. (iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	75% by promotion; 25% by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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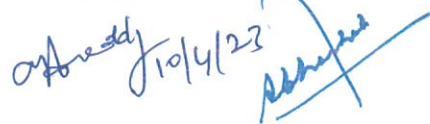
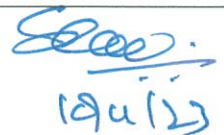

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Library Services

Post: Library Attendant

1.	Name of the Post	Library Attendant
2.	Number of Post (s)	Nineteen – (19)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level - 1
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Technical Officer

1.	Name of the Post	Technical Officer
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) Master's Degree with 55% marks in the relevant subject.</p> <p>(ii) 5 years' experience of maintenance / operation of sophisticated scientific instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p>OR</p> <p>Researchers having 5 years' experience of operation of sophisticated scientific instruments in the Laboratory at Post-doctoral level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- crores or more.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	NA
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Senior Technical Assistant

1.	Name of the Post	Senior Technical Assistant
2.	Number of Post (s)	Ten – (10)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Non-Selection Not Applicable for direct recruitment
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in the relevant subject with at least two years' experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Technical Assistant with five years regular service in the Level-5 according to Seniority-cum-fitness.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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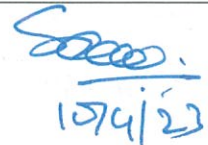
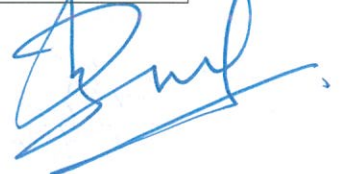
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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Technical Assistant

1.	Name of the Post	Technical Assistant
2.	Number of Post (s)	Ten – (10)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level – 5
5.	Whether Selection or Non-Selection post	Non Selection Not Applicable in case of direct recruitment.
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Laboratory Assistant

1.	Name of the Post	Laboratory Assistant
2.	Number of Post (s)	Thirty Eight – (38)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level - 4
5.	Whether Selection or Non-Selection post	Selection Not Applicable for Direct Recruitment
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Laboratory Attendant

1.	Name of the Post	Laboratory Attendant
2.	Number of Post (s)	Twenty Four – (24) [Incl. 4-UH Campus School]
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 1
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

**Cadre: Information & Communication
Tech. Services**

**Post: System Manager / Senior
System Analyst**

1.	Name of the Post	System Manager / Senior System Analyst
2.	Number of Post (s)	Seven – (7)*
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 12
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	Qualification: B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization. OR M.Sc. (Computer Science)/MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Deputation : An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department. OR Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

Note: *The existing System Manager and System Analyst posts of Computer Cadre which are in the core Pay Level-12 are merged and re-designated as "System Manager / Senior System Analyst".

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

**Cadre: Information & Communication
Tech. Services**

Post: Network Engineer

1.	Name of the Post	Network Engineer (Junior Maintenance Engineer / Networking Engineer as per Model CRR)
2.	Number of Post (s)	One - (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>(i) B.E./B.Tech. in Electronics & Communication Engineering/Computer Science & Engineering</p> <p>(ii) Five (5) 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 fibre optic backbone links from a recognized Public/ PUS/ Private organization.</p> <p>Desirable Qualification : Experience of Industrial background.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee.	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff – 2023

Cadre: Information & Communication Tech. Services

Post: System Programmer

1.	Name of the Post	System Programmer
2.	Number of Post (s)	Eight – (8)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level - 10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualification: B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p> <p>OR M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

**Cadre: Information & Communication
Tech. Services**

Post: Computer Operator

1.	Name of the Post	Computer Operator (Senior Technical Assistant (Computer) / Junior Programmer/Assistant Programmer as per Model CRR)
2.	Number of Post (s)	Sixteen – (16)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualification : (i) B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering. OR M.C.A./M.Sc. in Computer Science (ii) 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public /PSU/ Private organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: University Engineer

1.	Name of the Post	University Engineer
2.	Number of Post (s)	One – (1)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level – 13
5.	Whether Selection or Non-Selection post	Not applicable
6.	Age limit for direct recruits	56 Years (for deputation)
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>(i) First Class Bachelor's Degree in Civil Engineering from a recognized Institute/ University or equivalent.</p> <p>(ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.</p> <p>Desirable Qualifications:</p> <p>(i) Experience in construction of projects of multi-storey buildings and have experience in planning /estimation /measurement /tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/ checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>(ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable

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10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	By Deputation or Appointment on Tenure basis.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Officers holding analogous post or with 8 years' 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 Organization/ University System:
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.


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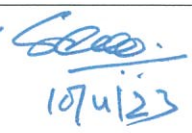

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Executive Engineer (Civil)

1	Name of Post	Executive Engineer (Civil)
2	Number of Post (s)	One – (1)
3	Classification	Group – 'A'
4	Scale of Pay/Pay Level	Level - 11 (after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee –DPC for moving to the Pay Level 12 in the same designation)
5	Whether Selection or Non-Selection post	Not Applicable
6	Age limit for direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>a) First Class Bachelor's Degree in the Civil Engineering from a recognized Institute/ University or equivalent.</p> <p>b) 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Desirable Qualifications:</p> <p>1. Experience in construction of projects of multi-storey buildings and have experience in planning /estimation /measurement / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two (2) Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	By promotion failing which deputation/direct recruitment
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation/ absorption to be made	<p>Promotion: Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column:7.</p> <p>Deputation: Officers holding analogous post or one below category with 3 years' experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organization/ University System:</p>
12	Composition of Selection Committee or DPC	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Assistant Engineer (Civil/ Electrical)

1	Name of Post	Assistant Engineer (Civil / Electrical)
2	Number of Post (s)	Six – (6)
3	Classification	Group - 'B'
4	Scale of Pay / Pay Level	Level - 7
5	Whether Selection or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) First Class Bachelor's Degree in relevant field from a recognized Institute/ University or equivalent. ii) Three years' experience in the relevant field as 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.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column.7)
9	Period of probation, if any	Two (2) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment; 50% by promotion; NOTE: Wherever there is only one sanctioned post selection will be made by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. Deputation: Officers holding analogous post or one below category with 3 years' experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organization/ University System:
12	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

**Post: Junior Engineer (Civil / Electrical/
Electronics)**

1.	Name of the Post	Junior Engineer (Civil/ Electrical/ Electronics)
2.	Number of Post (s)	Ten – (10) [Incl. 1-JE (Electronics)]
3.	Classification	Group – 'B'
4.	Scale of Pay / Pay Level	Level – 6
5.	Whether Selection or Non- Selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Rajbhasha Services

Post: Hindi Officer

1.	Name of the Post	Hindi Officer
2.	Number of Post (s)	One – (1)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level - 10
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p>AND</p> <p>Three years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organization / PSU / Universities or recognized research or educational institutes</p> <p>OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central</p>

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		/ State Govt./ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions. Desirable Qualifications: Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognized board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation / absorption, grades from which promotion /deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.








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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Hindi Translator

1.	Name of the Post	Hindi Translator
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications: Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

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		Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognized board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Approved
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Subscribed

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Rajbhasha Services

Post: Hindi Typist

1.	Name of the Post	Hindi Typist
2.	Number of Post (s)	One – (1)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level - 2
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Bachelor's Degree from a recognized University/ Institute. (ii) 30 words per minute in Hindi Typing Speed. (iii) Knowledge of Computer Applications
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

*The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression (Office Assistant) with bottom seniority in future, inter-se-seniority between the two cadres shall be maintained.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Security Services

Post: Security Officer

1.	Name of the Post	Security Officer
2.	Number of Post (s)	Two – (2)
3.	Classification	Group – 'B'
4.	Scale of Pay / Pay Level	Level - 7
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p>OR Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p>AND Holding a valid Driving License (LMV/ Motor cycle).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion/deputation / absorption, grades from which promotion / deputation/ absorption to be made	<p>Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. (i) Holding analogous post on regular basis.</p> <p>OR (ii) With three years regular service in the relevant field in the Level 6.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Security Services

Post: Assistant Security Officer

1.	Name of the Post	Assistant Security Officer
2.	Number of Post (s)	Two – (2)
3.	Classification	Group -'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualifications: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p>OR Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p>AND Holding a valid Driving License (LMV/ Motor cycle).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. (i) Holding analogous post on regular basis.</p> <p>OR (ii) With three years regular service in the relevant field in the Level 5.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Transport Services

Post: Driver

1.	Name of the Post	Driver
2.	Number of Post (s)	Ten – (10)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level - 2
5.	Whether Selection or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any recognized Board. (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent Authority having no adverse endorsement. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

*Note: For promotion to different higher grades of Driver, Staff Car driver rules of GoI shall be applicable.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

**Cadre: Information & Communication
Tech. Services**

Post: Director, Computer Centre

1.	Name of the Post	Director, Computer Centre
2.	Number of Posts	One – (1)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level-14
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 55 years
7.	Educational and Other qualifications required for direct recruitment	(i) Master's Degree in Computer Application OR M.Sc. (Computer Science / Information Technology/AI) from a recognized University/Institute; OR B.E./B.Tech. or its equivalent (Computer Engineering / Computer Science / Computer Technology / Computer Science & Engineering / Information Technology/AI) from a recognized University / Institute. ii) Ph.D in the Computer Science/IT/AI. AND (ii) Ten (10) years post qualification experience in relevant areas of Programming / Information System/ Information Technology and out of the 10 years of experience, (5) years should be in the Pay Level-12 in a Government Office/Central University / State University/PSUs/ Autonomous Body / Statutory Body.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation.
11.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation/ absorption to be made.	Deputation: Officers of the Central/State Government/ Universities/Recognized Research Institutes/PSUs/Semi-Govt. Statutory or Autonomous Organizations. a) Holding analogous posts on regular basis in the parent cadre or Department. b) Possessing the educational qualifications and experience prescribed for direct recruits under Row 7.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

**Cadre: Information & Communication
Tech. Services**

Post: System Administrator

1.	Name of the Post	System Administrator
2.	Number of Posts	One – (1)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level-12
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	50 years
7.	Educational and Other qualifications required for direct recruitment	<p>i. M.E. / M.Tech Degree in Computer Science & Engineering / Electronics / Information Technology with any specialization in First Class with Good Academic Record*.</p> <p style="text-align: center;">AND</p> <p>ii. Three (03) years relevant professional experience in Database Administration / Teaching / Research in area of specialization.</p> <p><u>Desirable:</u></p> <p>1) Experience of working in the University system / National Level Research Institutions.</p> <p>2) Experience of applying various tools of Information Technology for Research in Physical / Chemical / Biological / Medical Sciences.</p> <p><i>*Under the term Good Academic Record, the candidate must have more than 50% average marks in each of the two public examinations preceding the qualifying Degree i.e. M.E. / M.Tech. A relaxation of 5% may be provided at the Graduate and Master's level for the SC/ST/Physically Disabled (Physically and Visually disabled) categories for the purpose of eligibility and for assessing good academic record during the direct recruitment to teaching positions.</i></p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	One (1) year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation.
11.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Deputation: Officers of the Central/State Government/ Universities/Recognized Research Institutes/PSUs/Semi-Govt. Statutory or Autonomous Organizations.</p> <p>a) Holding analogous posts on regular basis in the parent cadre or Department.</p> <p>b) Possessing the educational qualifications and experience prescribed for direct recruits under Row 7.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Information & Communication
Tech. Services

Post: Data Entry Operator

1.	Name of the Post	Data Entry Operator
2.	No. of Posts	Fifteen – (15)
3.	Classification	Group - C
4.	Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	18-27 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) 12th Standard pass or equivalent in Science stream with Mathematics as a subject from a recognized Board with one year Diploma in Computer Applications or DOEACC-A Level from a recognized Institute and two (2) years' experience in EDP work in a Govt. Dept./ PSU/ Statutory/Autonomous organization / recognized institution.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Computer Applications / Information Technology / Computer Science from a recognized University / Institute.</p> <p>(ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</p>
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Principal Scientific Officer

1.	Name of the Post	Principal Scientific Officer
2.	Number of Posts	One – (1)
3.	Classification	Group – 'A'
4.	Pay Matrix Level	Level - 14; Rs. 1,44,200 – 2,18,200
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and Other qualifications required for direct recruitment.	(i) Post-Graduation Degree in Science / Engineering / Technology with at least 55% marks. (ii) Ph.D. in the concerned subject. (iii) Proven ability in designing and building major instrumentation with five (5) years' experience in Level-12 and above. (iv) Capacity to direct R&D activity in Instrumentation. (v) Ability in servicing and maintenance of Instruments such as Electron Microscope, Mass Spectrometer, Ultra Centrifuge / Optical Instruments etc.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	One (1) Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment, failing which by Deputation.
11.	In case of recruitment by promotion/absorption, grades from which promotion / deputation/absorption to be made.	Officers of the Central / State Government / Universities / Recognized Research Institutes / PSUs / Semi-Government Statutory or Autonomous Organizations: a) Holding analogous posts on regular basis in posts in parent cadre or Department. b) Possessing the educational qualifications & experience prescribed for direct recruits under Row-7.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Scientific Officer

1.	Name of the Post	Scientific Officer
2.	Number of Posts	Five – (5)
3.	Classification	Group – 'A'
4.	Pay Matrix Level	Level – 10
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and Other qualifications required for direct recruitment	<p>Qualifications:</p> <p>(i) Master's Degree with 55% marks in the relevant subject.</p> <p>(ii) Five (5) years' experience of maintenance / operation of sophisticated scientific instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p>OR</p> <p>Researchers having 5 years' experience of operation of sophisticated scientific instruments in the Laboratory at Post-doctoral level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- crores or more.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Age: No Educational qualification: Qualifications prescribed for Junior Technical Officer shall apply.
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment & Promotion. (i) 75%- Direct Recruitment/ Deputation; (ii) 25% - Promotion (Merit-cum-Fitness), failing which by direct recruitment.
11.	In case of recruitment by promotion/ absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion: (i) MCF: Junior Technical Officers with five (05) years of regular service.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

Note: The post of Instrumentation Officer in the core Pay Level: 10 is merged with Scientific Officer.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Technical / Laboratory Services

Post: Junior Technical Officer

1.	Name of the Post	Junior Technical Officer
2.	Number of Posts	Four – (4)
3.	Classification	Group – 'B'
4.	Scale of Pay / Pay Level	Level - 7
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age limit for direct recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	Essential: (i) B.E./ B.Tech. or Master's degree in the relevant discipline of specialization with at least 55% marks or equivalent grade from a recognized University. (ii) Five (5) years of post-qualification experience in the relevant discipline of specialization in research or technical / academic area.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment, failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation /absorption to be made.	Deputation : Officers holding analogous posts on regular basis or with five (5) years regular service in the cadre of Senior Technical Assistant/ Equivalent (Pay Level:6) in the relevant field under Central/State Governments/ UT administrations/ Universities/ Recognized Research Institutions /Public Undertakings/ Autonomous Bodies and possessing qualifications mentioned at Sl. No. 7 above.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Medical Officer

1.	Name of the Post	Medical Officer
2.	Number of Posts	Four – (4)
3.	Classification	Group – 'A'
4.	Scale of Pay / Pay Level	Level - 10;
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and Other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) MBBS recognized by Medical Council of India.</p> <p>(ii) Five (05) years of working experience in a Hospital attached with a Medical College / Corporate Hospital.</p> <p>Desirable:</p> <p>(i) Post-Graduate medical qualification from an institution recognized by the Medical Council of India.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation.
11.	In case of recruitment by promotion/absorption, grades from which promotion /deputation / absorption to be made	<p>Deputation</p> <p>Medical Officers of the Central / State Government / Universities / Recognized Research Institutes / PSUs /Semi-Government/Statutory or Autonomous Organizations:</p> <p>a) Holding analogous posts on regular basis in posts in Parent cadre or Department.</p> <p>b) Possessing the educational qualifications & experience prescribed for direct recruits under Row 7.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Nursing Officer

1.	Name of the Post	Nursing Officer (Staff Nurse)
2.	Number of Posts	Six - (6)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level: 6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification/Experience:</p> <p>(A)</p> <p>(i) B.Sc. (Hons.) in Nursing from a recognized University or Institute; Or Regular course in B.Sc. Nursing from a recognized University or Institute; or Post Basic B.Sc. Nursing from a recognized University or Institute; and</p> <p>(ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN & RM) with State Nursing Council;</p> <p style="text-align: center;">OR</p> <p>(B)</p> <p>(i) Diploma in General Nursing Mid-wifery from a recognized Board or Council; and</p> <p>(ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN& RM) with State Nursing Council; and</p> <p>(iii) One year's experience in minimum 50 bedded hospitals after acquiring the educational qualification mentioned at (B) (i) above.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods.	100 % by Direct Recruitment, failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Pharmacist

1.	Name of Post	Pharmacist
2.	Number of Post(s)	One – (1)
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether selection or non-selection post	Non-Selection
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>(i) 10 +2 with Science stream.</p> <p>(ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India.</p> <p>(iii) Registered as Pharmacist under the Pharmacy Act, 1948.</p> <p>Experience:</p> <p>Three (3) years of post-qualification experience as a Pharmacist in a reputed dispensary or hospital.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment, failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Laboratory Technician

1.	Name of Post	Laboratory Technician
2.	Number of Post(s)	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) 12th Science pass from a recognized Board /University including Intermediate vocational course.</p> <p>(ii) Two years diploma course in Medical Laboratory Technology.</p> <p style="text-align: center;">OR</p> <p>(i) Degree in MLT from recognized University / Institute.</p> <p>Experience:</p> <p>(i) For Graduates, one (1) year post-qualification experience as Laboratory Technician in a 50 bedded Hospital or <u>Clinic of repute</u> with familiarity in handling sophisticated equipment or NABL accredited diagnostic centres.</p> <p>(ii) For diploma holders, two (2) years of post-qualification experience as Laboratory Technician in a 50 bedded Hospital or <u>Clinic of repute</u> with familiarity in handling sophisticated equipment or NABL accredited diagnostic centres.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment, failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Radiographer

1.	Name of the Post	Radiographer
2.	Number of Post(s)	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Between 18 and 27 years
7.	Educational and other qualifications required for direct recruits	<p>(i) Intermediate or equivalent with Science subjects from a recognised Board.</p> <p>(ii) Two-year Diploma in Radiography / X-Ray Technician / Radio Diagnosis Technology / Radiological Assistant Course from a recognised institute.</p> <p>(iii) Two (2) years of experience in operating Radio diagnosis /Radio therapy equipment in a NABL accredited Diagnostic Centre.</p> <p>(OR)</p> <p>(i) Science Graduates with two-year Diploma in Radiography/X-Ray Technology /Radio Diagnosis Technology/ Medical Lab Technology (X-Ray & Imaging).</p> <p>(ii) One (1) year experience in operating Radio diagnosis /Radio therapy equipment in a NABL accredited Diagnostic Centre.</p> <p>(OR)</p> <p>(i) B.Sc. in Radiation Technology /Medical Technology (X-Ray) /Medical Technology (Radio diagnosis & imaging)/ Medical Technology (Radiology & imaging) from a recognized University or Institute approved by the Atomic Energy Regulatory Board (AERB).</p> <p>(ii) One (1) year experience in operating Radio diagnosis /Radio therapy equipment in a NABL accredited Diagnostic Centre.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment, failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from	Not Applicable

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	which promotion/ deputation/ absorption to be made	
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Horticulture Services

Post: Horticulturist

1.	Name of Post	Horticulturist
2.	Number of Post(s)	One – (1)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 7
5.	Whether selection or non-selection	Not Applicable
6.	Age Limit for direct recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	<p>(i) Post-Graduation in Horticulture/ Agriculture/ Forestry.</p> <p>(ii) Five (5) years of post-qualification supervisory experience in gardening / horticulture, raising of nurseries and planting of avenue trees at the level of Assistant Horticulturist or equivalent in Pay Level:6 or equivalent in Central / State Government/ Autonomous Organizations /Universities/ Public Sector Undertakings & Reputed Organizations.</p> <p style="text-align: center;">(OR)</p> <p>(i) Graduation in Horticulture/ Agriculture/ Forestry.</p> <p>(ii) Eight (8) years of post-qualification supervisory experience in gardening / horticulture, raising of nurseries and planting of avenue trees at the level of Assistant Horticulturist or equivalent in Pay Level:6 or equivalent in Central / State Government/ Autonomous Organizations /Universities/ Public Sector Undertakings & Reputed Organizations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment, failing which by deputation

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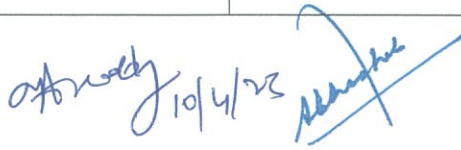
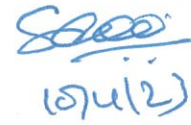

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11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:- Officers holding analogous posts on regular basis from the Central / State Government, Universities and other autonomous organizations and possessing the qualifications prescribed for direct recruitment.</p> <p>(OR) Assistant Horticulturists or equivalent with five (5) years regular service in Pay Level:6 or equivalent from the Central / State Government, Universities and other autonomous organizations and possessing the qualifications prescribed for direct recruitment.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Horticulture Services

Post: Assistant Horticulturist

1.	Name of Post	Assistant Horticulturist
2.	Number of Post(s)	One – (1)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level - 6
5.	Whether selection or Non-Selection post	Selection
6.	Age Limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion through Seniority-cum-Fitness (SCF), failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation /absorption to be made.	<p>Promotion: 100% on the basis of seniority from amongst Junior Horticulturists who have put in six (6) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.</p> <p>Deputation: Officers holding analogous or equivalent posts with six (6) years regular service in the Pay Level:5 in any University / Autonomous Body / Government Department or Organization / Public Sector Undertaking and possessing a Bachelor's degree in Agriculture/ Horticulture/ Forestry from a recognised University.</p>
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Physical Education & Sports

Post: Assistant Director, PE&S

1.	Name of the Post	Assistant Director, Physical Education & Sports
2.	Number of Posts	One - (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Academic Pay Level: 10 Rs.57,700 - 1,82,400
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and Other qualifications required for direct recruitment	<p>Eligibility (A or B) and (C)</p> <p>A.</p> <p>(i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>(ii) Record of having represented the University / College at the inter-university /inter-collegiate competitions or the State and /or national championships.</p> <p>(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 Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science in accordance with the UGC Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. degree prior to 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 Ph.D. 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:</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode.</p>

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		<p>b) The Ph.D. thesis has been evaluated by at least two external examiners.</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>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.</p> <p>e) The candidate has presented at least two research papers in conference/seminar, based on his / her Ph.D. work.</p> <p>(iv) NET/SLET/SET shall also not be required for such Masters Programs in discipline for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>(v) Passed the physical fitness test conducted in accordance with these Regulations.</p> <p style="text-align: center;">OR</p> <p>B. An Asian game or commonwealth games medal winners who has a degree at least at Post-Graduation level.</p> <p style="text-align: center;">AND</p> <p>C. Physical Fitness Test in accordance with UGC-Regulations and its amendment from time to time.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Deputation: Officers of the Central/State Government/Universities/Recognized Research Institutes/PSUs/Semi-Govt. Statutory or Autonomous Organizations.</p> <p>a) Holding analogous posts on regular basis in the parent cadre or Department.</p> <p>b) Possessing the educational qualifications and experience prescribed for direct recruits under Row-7.</p>
12.	Composition of DPC or Selection Committee	As per UGC Regulations- 2018 or as amended from time to time.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Physical Education & Sports**Post: Specialist Coach**

1.	Name of the Post	Specialist Coach
2.	No. of Posts	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Diploma in Coaching from Sports Authority of India or from any other recognized University in relevant areas of Physical Training, Games/Yoga with five years relevant experience.</p> <p style="text-align: center;">(OR)</p> <p>Participation in Olympics / Asian Games / World Championship/ National Games with Certificate Course in Coaching in the respective areas.</p> <p>Desirable:</p> <p>(i) Bachelor of Physical Education</p> <p>(ii) Candidates with proficiency in more than one game/sport with some experience in rendering coaching to students will be preferred.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Short-term Contract
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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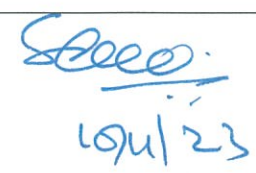

UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Physical Education & Sports

Post: Groundsman

1.	Name of the Post	Groundsman
2.	Number of Post (s)	Two – (2)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>1. 10th class pass or its ITI equivalent. 2. Should possess sound health and keen interest in sports activities.</p> <p>Desirable:</p> <p>Certificate of participation in Sports at School level.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	Not applicable



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Physical Education & Sports

Post: Sports Shed Care Taker

1.	Name of the Post	Sports Shed Care Taker
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	18-27 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) SSC from a recognised Board.</p> <p>Plus</p> <p>(ii) Two (2) years post-qualification experience in handling sports material preferably in educational or sports facilities.</p> <p>Plus</p> <p>(iii) Adequate knowledge in the upkeep of sports material.</p> <p>Desirable:</p> <p>Participation in sports at any level.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100 % by direct recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Physical Education & Sports

Post: Marker (Games)

1.	Name of the Post	Marker (Games)
2.	Number of Post (s)	One – (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	18-27 years
7.	Educational and other qualifications required for direct recruits	Essential: (i) SSC from a recognized Board. (ii) Certificate of participation at the State / National level in any Sports / Games. (iii) Two (2) years' experience in sports facilitation (as helper in preparation, maintenance of ground, courts, etc.) at Govt. Organizations / Institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Security Services

Post: Chief Security Officer

1.	Name of the Post	Chief Security Officer
2.	Number of Posts	One - (1)
3.	Classification	Group - 'A'
4.	Pay Matrix Level	Level-11; Rs.67,700 - 2,08,700
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 56 years (in case of deputation)
7.	Educational and Other qualifications required for direct recruitment	Not applicable
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	On deputation - Initially for a period of two (2) years which may be extended as per GoI norms.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made.	Qualifications: Bachelor's degree in any discipline from a recognized University. Officers from amongst Police Organization / Para-Military Forces etc. of the Departments of the State/Central/UT OR Officers of the Armed Forces, holding analogous posts or with five (5) years regulars service in a post in Level -10 of Pay Matrix (Pre-revised PB-3 with GP of Rs.5400) or equivalent.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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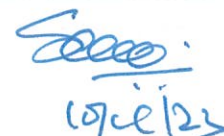

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Draughtsman (Grade-II)

1.	Name of the Post	Draughtsman (Grade- II)
2.	No. of Posts	One - (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Promotion through Seniority-cum-Fitness (SCF).
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	By promotion: 100% on the basis of Seniority-cum-Fitness (SCF) from amongst Draughtsman Grade III with five (5) years of regular service in the grade.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Virtual Learning & Education Services

Post: Director, CDVL

1.	Name of the Post	Director, Centre for Distance & Virtual Learning
2.	Number of Posts	One - (1)
3.	Classification	Group - 'A'
4.	Scale of Pay / Pay Level	Level-14
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	(i) Not exceeding 55 years in case of direct recruitment. (ii) Not exceeding 56 years in case of deputation. Age of retirement: 60 years
7.	Educational and other qualifications required for direct recruitment	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration; OR c) Comparable experience in research establishment and / or other Institutions of higher education, OR d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Desirable: Ph.D. in any discipline.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotion.	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation for a period of Five (05) years and extendable for a further period of Five (05) years or till the age of the superannuation of the post/employee, whichever is earlier, subject to satisfactory performance.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Deputation: Officers of the Central/State Government/ Universities/Recognized Research Institutes/PSUs/Semi-Govt. Statutory or Autonomous Organizations. a) Holding analogous posts on regular basis in the parent cadre or Department.

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Recruitment Rules of Non-Teaching Staff – 2023

Cadre: Arts & Communication Services

Post: Vocalist

1.	Name of the Post	Vocalist
2.	No. of Post (s)	One – (1)
3.	Classification	Group - 'B'
4.	Scale of Pay / Pay Level	Level: 7
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree in Vocal Music or equivalent from a recognized University.</p> <p>(ii) Two (2) years of experience as accompanist in the specified dance forms*.</p> <p style="text-align: center;">(OR)</p> <p>(i) Bachelor's degree in Vocal Music or equivalent qualification from a recognized University.</p> <p>(ii) Three (3) years of experience as accompanist in the specified dance forms.</p> <p style="text-align: center;">(OR)</p> <p>(i) Diploma in Vocal Music or equivalent qualification from a recognized University/ Institute.</p> <p>(ii) Four (4) years of experience as accompanist in the specified dance forms.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment, failing which by Contract.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule – II of these Rules.

*As per requirement, at the time of notification, dance forms will be specified.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Arts & Communication Services

Post: Mridangist

1.	Name of the Post	Mridangist
2.	No. of Post (s)	One – (1)
3.	Classification	Group -'B'
4.	Scale of Pay / Pay Level	Level: 6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree in Instrumental Music (Mridangam) or equivalent qualification from a recognized University.</p> <p>(ii) Two (2) years of post-qualification experience as accompanist in the specified dance forms*.</p> <p>(OR)</p> <p>(i) Bachelor's degree in Instrumental Music with Mridangam as one of the electives or equivalent qualification from a recognized University.</p> <p>(ii) Three (3) years of post-qualification experience as accompanist in the specified dance forms.</p> <p>(OR)</p> <p>(i) Diploma in Instrumental Music (Mridangam) or equivalent qualification from a recognized University/ Institution.</p> <p>(ii) Four (4) years of post-qualification experience as accompanist in dance performances.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment, failing which by Contract.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule – II of these Rules.

*As per requirement, at the time of notification, dance forms will be specified.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Isolated

Post: Audio Visual Technician

1.	Name of the Post	Audio Visual Technician
2.	No. of Post (s)	One - (1)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree in Electronics / Electrical from a recognised University/ Institute.</p> <p>(ii) Two (2) years post-qualification experience in installation, operation, maintenance and repair of audio-visual equipment in Government/Public Sector/reputed Private Sector organisations.</p> <p>(OR)</p> <p>(i) Three-year (3) Diploma in Electronics / Electrical Engineering from a recognised University/ Institute.</p> <p>(ii) Five (5) years post-qualification experience in installation, operation, maintenance and repair of audio-visual equipment in Government/Public Sector/reputed Private Sector organisations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable.
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable.
12.	Composition of DPC / Selection Committee	As per Schedule - II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Senior Technician

1.	Name of the Post	Senior Technician (Electrical, Water Works, Carpentry etc.)
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	No probation
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% by promotion.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion through a Trade Test from amongst Junior Technicians who have put in five (5) years of service in the grade.
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Junior Technician

1.	Name of the Post	Junior Technician (Carpentry, Painting, Mason, Works Assistant, Meter Reader, Electrician, Water Works etc.)
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 3
5.	Whether Selection Post or Non-Selection Post	Direct Recruitment – Not applicable Promotion - Non-Selection
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	Essential: (i) ITI Diploma with minimum of 2 years duration in the relevant trade from a Government recognized Institute; and ii) Five years' experience in relevant field in Central/ State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions OR Five years' experience with Government Contractor registered in Class 2 Category/Private Limited Company
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions.	No
9.	Period of probation, if any	Two (2) years for direct recruits
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	50% Direct Recruitment 50% by promotion through a Trade Test.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	From amongst Helpers who possess SSC qualification and have put in five (5) years of regular service in the grade (or) Helpers without SSC qualification who have put in at least eight (8) years of regular service in the grade.
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Hospital Attendant

1.	Name of the Post	Hospital Attendant
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 1
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Between 18 and 27 years
7.	Educational and other qualifications required for direct recruits	Essential: (i) SSC from recognized Board; and (ii) First aid Certificate from Central or State Govt. recognized Institution; and Two (2) years' work experience in 50 bedded hospital.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Horticulture Services

Post: Junior Horticulturist

1.	Name of Post	Junior Horticulturist
2.	Number of Post(s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	(i) Graduation in Agriculture / Horticulture / Forestry from a recognised University. (ii) Three years post-qualification experience in supervision of gardening / horticulture, raising of nurseries, etc. in a Govt. Institutions / MNCs. (OR) (i) Two-year Diploma in Agriculture / Horticulture /Forestry from a recognised University/ Institute. (iii) Five years of post-qualification experience in supervision of any gardening / horticulture, raising of nurseries etc. in a Govt. Institutions / MNCs.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	To be ascertained in the meeting -???
12.	Composition of DPC or Selection Committee	As per Schedule – II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Hostel Services

Post: Mess Supervisor

1.	Name of the Post	Mess Supervisor
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	<p>(i) A Bachelor's Degree in Hotel Management from a recognized University/Institute. (ii) Three (3) years of post-qualification experience in a supervisory capacity in a canteen or a mess attached to a students' hostel / guest house of a University / Institute of higher learning/ reputed organisation.</p> <p style="text-align: center;">OR</p> <p>(i) A Bachelor's Degree in any discipline from a recognised University; AND Diploma in Hotel Management from a recognized institute. (ii) Five (5) years of post-qualification experience in a supervisory capacity in a canteen or a mess attached to a students' hostel / guest house of a University / Institute of higher learning / reputed organisation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of Departmental Promotion Committee (DPC) or Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Hostel Services

Post: Cook

1.	Name of the Post	Cook
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 2
5.	Whether selection or non-selection post	Non-Selection
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	Qualifications: (i) 10 th Class from a recognized Board. (ii) ITI Trade Certificate in Bakery and Confectionary (one year duration). (iii) Three (3) years' experience in cooking / catering services in educational institutions / guest houses, at least 3 starred hotels or similar organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by direct recruitment; 50% by promotion.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: 50% by promotion on the basis of Proficiency Test from amongst Helpers (Cook) and Server/Cleaner who have put in seven (7) years of regular service. Note: 100% by direct recruitment once all the existing Helpers (Cook) and Server / Cleaner gets promoted as Cook.
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Other Isolated Services

Post: Technical Assistant (History)

1.	Name of the Post	Technical Assistant (History)
2.	Number of Post (s)	
3.	Classification	Group – 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	18-27 years
7.	Educational and other qualifications required for direct recruits	<p>i) Master's Degree in Museology or History of Art or equivalent from a recognized University.</p> <p>(OR)</p> <p>Master's Degree in Indian History or Ancient Indian History, Culture and Archaeology or Ancient Indian History and Epigraphy or Sanskrit or Pali or Prakrit or Persian or Arabic or Archaeology or Anthropology or Fine Arts or equivalent from a recognized University with Diploma / Certificate in Museology of a recognized Institute.</p> <p>ii) Five (5) years of post-qualification experience in handling antiquities.</p> <p>Desirable: Proficiency in computer applications.</p>
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Health Services

Post: Health Inspector

1.	Name of the Post	Health Inspector
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Science with at least 55% marks from a recognized University.</p> <p style="text-align: center;">OR</p> <p>ii) 12th class or equivalent qualification from a recognized Board/University with Diploma in Health and Sanitation from a recognized Institute.</p> <p style="text-align: center;">And</p> <p>iii) Three (3) years' of supervisory experience in a Public Sector Undertaking / recognized hospital or institute.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100 % by Direct Recruitment.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Security Services

Post: Senior Security Assistant

1.	Name of the Post	Senior Security Assistant
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Non-Selection Not applicable for Direct Recruittee
6.	Age limit for direct recruits	Between 18 and 27 years
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) Graduation in any discipline from a recognized University.</p> <p>(ii) Three (3) years of experience in Police/Para/ Military forces/ Armed Forces of the Union and should have held post not below the rank of Junior Security Assistant or equivalent position in Pay Level: 2 or equivalent.</p> <p>(iii) Valid Light Motor Vehicle Driving License</p> <p>Desirable: Experience in handling emergency situations like fire-fighting, Rescue Operations, Crowd Management, etc.</p> <p>Note: Selection shall be based on Physical Fitness Test & Written Test.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	2 years for Direct Recruittee
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	75% by Promotion, failing which by Direct Recruitment 25% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion on the basis of Physical Fitness Test amongst Junior Security Assistants who have put in five (5) years of regular service in the grade and hold a valid Light Motor Vehicle Driving License.
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

*Security Assistant in the core Pay Level-4 is re-designated as Senior Security Assistant

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Security Services

Post: Junior Security Assistant

1.	Name of the Post	Junior Security Assistant (Security Assistant as per Model CRR)
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Should have passed Intermediate examination from a recognized examining body or an equivalent qualification from an Army Establishment. (ii) Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment through Written test and Skill Test (if required);
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Transport Services

Post: Senior Mechanic

1.	Name of the Post	Senior Mechanic
2.	Number of Post (s)	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 5
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Promotion on the basis of Merit-cum-Fitness through Trade Test from amongst Junior Mechanic(s) having possessed five (5) years of regular service in the grade.
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.

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UNIVERSITY OF HYDERABAD

Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Transport Services

Post: Junior Mechanic

1.	Name of the Post	Junior Mechanic
2.	Number of Post (s)	Two- (2)
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Diploma in Automobile Engineering from a recognised university/ institute.</p> <p>(ii) Three (3) years experience in repairing of Light/ Heavy vehicles in a recognised workshop.</p> <p style="text-align: center;">(OR)</p> <p>(i) ITI in Automobile Engineering from a recognised institute.</p> <p>(ii) Eight (8) years experience in repairing of Light/ Heavy vehicles in a recognised workshop.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule-II of these Rules.



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Recruitment Rules of Non-Teaching Staff - 2023

Cadre: Engineering Services

Post: Draughtsman (Grade-III)

1.	Name of the Post	Draughtsman (Grade- III)
2.	No. of Posts	
3.	Classification	Group - 'C'
4.	Scale of Pay / Pay Level	Level: 4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Essential: (i) Diploma in Draftsmanship from a recognized Institution of not less than two years duration including practical training of six (6) months. (ii) One (1) year experience in the relevant discipline in Govt. / Statutory / Autonomous / PSUs / University / Private
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	Not Applicable
9.	Period of probation, if any	Two (2) years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation / absorption to be made	Not Applicable
12.	Composition of DPC / Selection Committee	As per Schedule – II of these Rules.

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