



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



ADVERTISEMENT

FOR THE POST OF YOUNG PROFESSIONALS ON CONTRACT BASIS

The University of Hyderabad, a Central University established by an Act of Parliament in 1974, invites applications from Indian Nationals for hiring services of **Young Professionals** on **contract basis** to perform multi-tasking functions under various Offices of the Universities Administrative Wings:

Post Title	No. of Posts	Remuneration
Young Professionals	10	Rs.50,000 /- p.m.

Eligibility criteria, qualification, application and other details can be accessed from University of Hyderabad website: <https://uohyd.ac.in/non-teaching-project-staff/> Last date for submission of application is **26/06/2023**.

Date: 02/06/2023

Sd/-
REGISTRAR

Candidates meeting the requirements may apply, in the enclosed prescribed format and send the hardcopy of application with enclosures to the following **address by post/courier only**. (Applications in person, will not be accepted):

To

The Deputy Registrar, Recruitment Cell, Room no. 221, Administration Building, University of Hyderabad, P.O. Central University, Prof. C.R. Rao Road, Gachibowli, Hyderabad – 500 046.

The applications, with all self-attested copies of documentary evidence, in support of the entries made in the application form, should reach the above address **on or before June 26, 2023**.



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The details of fields of specialization, education, professional qualifications and other details are given here under: -

1.	Name of Post	Young Professionals
2.	Number of Posts	10 (Ten) (In the offices of Registrar/Finance Officer/Controller of Examinations/Deputy Registrars/University Engineer/Internal Audit/Legal Section and Public Relations Office etc.)
3.	Method of Recruitment	On Contract basis through Open Competition.
4.	Age Limit	Candidate should not be more than 35 years of age as on the last date of application
5.	Period of Contract	The engagement shall be initially for a period of one year. Further extension shall be based on review of performance and conduct.
6.	Remuneration	A consolidated amount of Rs. 50,000/- per month.
7.	Educational Qualification & Experience	<p>Essential Qualifications:</p> <ol style="list-style-type: none">1. Master's Degree with first class in Humanities/Sciences/Social Sciences/Management from a recognized university/institute or Bachelor's degree in Computer Science/MCA <p>Should be:</p> <ul style="list-style-type: none">• Excellent in Communication Skills (Written and Oral)• Proficient in Computer Applications• Strong in interpersonal and organizational skills <p>Experience:</p> <ul style="list-style-type: none">• Minimum three years' experience of having handled office management independently in any Higher Educational Institution / University / Government/ Private / Corporate Establishments <p>Should have sound domain knowledge in areas of Academic Administration/ Finance & Accounts Management/ Public Administration/Legal matters/Application of rules and regulations of on service matters of Faculty, administrative & technical staff/thorough in using various packages of computers/should have capabilities of Noting & Drafting of communication/reports.</p>

General Instructions

1. Applications duly filled in all respects will only be accepted. Application Format is available at <https://uohyd.ac.in/non-teaching-project-staff/>
2. Only Indian Nationals are eligible to apply for the above positions.
3. The candidates are advised to have a valid e-mail ID and Mobile number to which all the communications shall be forwarded, and they should be maintained in active status to receive timely communications. No other mode of communication shall be adopted.
4. The prescribed qualifications and experience should be acquired on or before the last date stipulated for the receipt of the applications. Qualification must be from and approved/recognized institutions.
5. Candidates should be not above *the prescribed age* as on the last date of the application.
6. Documents in support of (i) Qualification (ii) Experience (iii) Age, shall be enclosed along with the application form. These documents will “ALONE” be considered for screening and have to be produced in “originals” as and when called for interview.
7. In case of false or insufficient information/lack of proof to confirm the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process.
8. Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by email and will also be uploaded on the website. The applicants should ensure that the e-mail id given in the online application is maintained active.
9. The University reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.
10. The selection shall be made on the basis of written & skill test, apart from personal interaction with the candidates and based on the recommendations of a duly constituted selection committee. The University reserves the right to fill up or not to fill up the advertised position without assigning any reasons.
11. It is to be clearly noted that the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with University.
12. For further details please visit <https://uohyd.ac.in/non-teaching-project-staff/>
13. It is to be clearly noted that no travel entitlement/support shall be provided for attending written & skill test and personal interaction, if shortlisted.
14. Last date of filling applications is **June 26, 2023**.