



RAYALASEEMA UNIVERSITY

(A State University Established by the Govt. of AP)

KURNOOL (AP) 518 007

RECRUITMENT OF NON TEACHING POSTS

Advt. No. RU/N.T.Estt(1)/2016, dated 28-03-2016

NOTIFICATION

Applications are invited on the prescribed form for the following Non-Teaching positions.

- | | | | |
|-------------------------------|---|------|--------------------------|
| 1. Controller of Examinations | : | 1 OC | Rs. 42, 490 – Rs. 96,110 |
| 2. Assistant Registrar | : | 1 OC | Rs. 35, 120 – Rs. 87,130 |
| 3. Finance Officer | : | 1 OC | on deputation / contract |

Filled in applications along with registration fee should reach

Registrar, Rayalaseema University, Kurnool – 518007 AP on or

before **25th April 2016, 5.00 pm.**

Date: 29.03.2016

Registrar

7. (a) Position held at present , If any:_____

(b) Whether the Post is Temporary or Permanent/ Aided/ Unaided and ratified by the University:_____

8. Present monthly basic pay and Pay scale whether UGC/State-RPS -2006 /2010 / Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total (Rs.)

9. Educational Qualifications:

Examination	Month & Year of Passing	Division	% of Marks	Name of the Board/University
S.S.C.				
Intermediate				
Degree				
Postgraduate				

b) Technical and Other qualifications:

Examination	Subject	Division	Year of Passing	% of marks obtained	Name of the Board/ University

10. Have you ever been convicted by Court of law if yes, please give details:_____

11. Administrative Experience, if any:

Name of the Institution/ Organisation	Designation	Nature of post Temp./ Permanent	Nature of assignment	Period (give dates)	Length of experience	
					Years	Months

12. Name and address of the present employer: _____

13. "No objection certificate" from the present employer: _____

14. Any relevant information the candidate would like to give in support of his/her candidature (enclose a separate sheet, if necessary) : _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false, my candidature/ application/appointment, if any, is liable to be rejected/cancelled.

Date:

Signature of the Applicant

CANDIDATES WHO ARE IN SERVICE ONLY
(Endorsement by the Head of the Institution)

Forwarded to the Registrar, Rayalaseema University, Kurnool-518007, Andhra Pradesh.

The applicant holds a permanent / temporary post in this institution.

I certify that all entries made in this application are correct according to his / her service book or records maintained in this office.

This Organization/ Institution has **NO OBJECTION** to the candidature of the applicant being considered for the post he/she applied for.

Place:

Signature of the forwarding officer

Date:

(with Seal & Address)

INSTRUCTIONS TO THE APPLICANT

- 1 Separate application should be submitted for each post.
- 2 Each application should be accompanied by registration fee by way of demand draft drawn in favour of **Registrar, Rayalaseema University** and payable at SBH, Rayalaseema University Branch, Kurnool. The registration fee is **Rs. 1000/- for OC & BC (Rs.500/- for SC/ST/PWD)**. The candidate has to write his/her name and the post applied on the back side of the demand draft.
- 3 Enclose good and clear copies of certificates to the application as proof of each information furnished in the application. Write the serial number of the proof at the right top corner of each enclosure.
- 4 It is the responsibility of the candidate to furnish information about police cases/pending enquiries if any, in which he/she is involved.
- 5 The last date for receipt of filled-in application is 5.00 pm, 25-04-2016.**
- 6 The filled-in application along with the registration fee and the necessary attested copies should be submitted either in person or by registered post to reach the **Registrar, Rayalaseema University, Kurnool - 518007 (A.P.)** before the last date.
- 7 The University is not responsible for any postal delay.
- 8 Applications received after the due date or incomplete or not conforming to the prescribed format in any respect will not be considered and no communication will be entertained in this regard.
- 9 Candidates already in service must submit their applications through proper channel. In case the applicant is in service, and delay is expected in getting endorsement of the employer, the applicant may submit an advance copy of the application with all enclosures along with the original demand draft towards registration fee. A photocopy of the demand draft must be enclosed to the original application being sent through proper channel.
- 10 Canvassing in any form on behalf of any candidate will definitely disqualify such candidate.
- 11 The University reserves itself the right to fill or not to fill one or both the posts.
- 12 Candidates should attend the interview at the place fixed by the University on the date and time specified at his/her own expenses. The call for an interview conveys no assurance of selection.
- 13 Selection will be made on the basis of candidate's previous record and their performance in the interview. The University may also conduct a written exam, if necessary.
- 14 If the applicant is selected for the post he/she will be appointed to the post on the minimum pay of the scale attached to the post and no protection of last pay drawn in the previous employment will be given unless the Selection Committee recommends such protection and the appointing authority accepts it.
- 15 A candidate who is found to have furnished false particulars or to have suppressed material, information or to have been found involved in unlawful

activities will be disqualified, and if appointed, will be liable to be dismissed without any notice.

16 The newly appointed employees are not eligible for liberalized pension rules, but will be eligible for the new contributory pension scheme of the University.

17 The appointees are liable for transfer to any of the constituent colleges/centres established or to be established outside the campus.

18 Eligibility Criteria for non-teaching posts:

Post	Eligibility
Controller of Examinations	Any Post graduate degree with 55% of marks or B grade in 7-point scale. Should have worked as Assistant Registrar in a University for 5 years preferably in the conduct of examinations or Prof./Assoc. Prof. in University/College with 10 years of teaching experience including administrative experience in conducting of exam/Administration with adequate knowledge in computer operations/databases or holder of an equivalent post in any Research Establishment or any other Institute of Higher learning for 5 years preferably with experience in the conduct of examinations. Desirable: Knowledge of Computer skills.
Assistant Registrar	Any Post graduate degree with 55% of marks or B grade in 7-point scale. Should have worked as Superintendent in a University for 5 years preferably in any branch of University administration or holder of the post equivalent to that of Superintendent in any Research Establishment or any other Institute of Higher learning for 5 years preferably with experience in Development / Finance / Service matters. Desirable: Knowledge of Computer skills and administrative and finance codes.
Finance Officer On Deputation 2+1 year (or) on contract with fixed salary	Any Post Graduate Degree should have worked as DR or required in a University for 3years Preferably in finance / Accounts Development desirable Knowledge of computer Skills & Finance codes or 10Years in University not below the rule of AR or requirement in any state Govt/ Central Govt. Arrive in Audit Finance, CAG, income tax and other allied services.