



**Dr. ABDUL HAQ URDU UNIVERSITY**  
(A State University established by Govt. of A.P.)  
KURNOOL – 518002, ANDHRA PRADESH, INDIA.

## **DETAILS OF ELIGIBILITY, QUALIFICATIONS, ETC.**

Interested candidates may note that the qualifications as prescribed by the UGC and Government of Andhra Pradesh from time to time are applicable in respect of the posts.

### **1. REGISTRAR**

Pay : Level 14 with rationalized entry pay of Rs.1,44,200/- as per 7<sup>th</sup> CPS Pay matrix with admissible allowances.

#### Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the Academic Level-11 and above 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 should be as Deputy Registrar or an equivalent post.

#### Desirable Qualifications:

- a. Experience of administrative practices, human resource management, statutory functions and academic of Universities/R&D institutions.
- b. Experience of handling legal matters.
- c. Experience in computer systems for information processing and retrieval.
- d. Published work on University Administration.
- e. Flair for administration
- f. Professors already serving in the Universities having administrative experience

#### Tenure of appointment:

The recruitment is on tenure basis of one year initially and extendable for two more years subject to assessment of performance at the end of every year.

Age limit: Preferably below 54 years.

## 2. CONTROLLER OF EXAMINATIONS

Pay: Level 14 with rationalized entry pay of Rs.1,44,200/- as per 7<sup>th</sup> CPC Pay matrix with admissible allowances.

### Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- 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 Examination and Academics.

OR

- c. Comparable experience in research establishment and / or other institutions of higher education.

OR

- d. 15 years of administrative/ examination experience, of which 8 years should be as Deputy Registrar or an equivalent post.

### Desirable

- i. Adequate experience in the conduct of University examinations or other comparable examinations.
- ii. Professors already serving in the Universities having experience in Examination and Academics wings.

### Tenure of appointment:

The recruitment is on tenure basis initially for a period of one year and extendable for two more years on review of performance at the end of every year.

Age limit: Preferably below 54 years.

## GENERAL INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed, or by any other condition that may deem fit. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
2. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them as per UGC/Government of Andhra Pradesh norms in force at time of interview. Candidates are advised to check UGC and other relevant websites for updated information.
3. The application should be submitted through proper channel in case employed in state/central Govt. of autonomous bodies. In case delay is anticipated advance copy of the application should be submitted with all enclosures as mentioned at sl.no.17 below. In such cases, NOC should be submitted at the time of interview.
4. If the candidate is willing to join on deputation basis on foreign service terms, the University will bear Leave Salary & Pension Contribution to the lending University/ Institution.
5. The application form duly complete should reach "AHUU, Kurnool" by post on or before 10.10.2019. Late applications will not be considered and the University is not responsible for the postal delays.
6. Copies of Educational and experience certificate may be enclosed along with the filled in application. Incomplete applications will be summarily rejected.
7. Application fee with a **demand draft of Rs.1000/- drawn in favor of The Registrar, Dr. Abdul Haq Urdu University, Kurnool payable at State Bank of India, Kurnool-518002.** Obtained from any nationalized bank is to be attached with the application form.
8. The candidate must ensure that he/she fulfills the eligibility criteria for the post.
9. Call letters to attend the interview will be sent to the shortlisted candidates only by E-Mail or by speed post. No correspondence will be made with applicants who are not shortlisted or not called for the interview.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University is final.

11. Canvassing in any form will disqualify the candidate.
12. The University will reserve the right to fill or not to fill the posts.
13. No request to conduct the interview through Telephone/Video Conference/Skype will be entertained.
14. Even if an application is sent through E-Mail, hard copy of the same is to be sent by post.
15. If any candidate desires to apply for both the posts, he/she should send two applications separately indicating the name of the post applied for with application fee.
16. \*Urdu Knowing candidates are desirable.
17. A complete application form should have:
  - (i) Duly filled in application form **DD for Rs.1000/- drawn in favor of The Registrar, Dr. Abdul Haq Urdu University, Kurnool payable at State Bank of India, Kurnool-518002** (obtains from any nationalized bank)
  - (ii) Self attested copies of
    - (a) Age Proof
    - (b) Qualification from SSC, Intermediate, Degree, P.G., M.Phil, Ph.D. (as applicable)
    - (c) SC/ST/OBC/PWD certificate in appropriate format (if applicable)
    - (d) Experience Certificate
    - (e) NOC (No Objection Certificate) from the employer.
    - (f) Recent salary certificate
    - (g) Any other relevant documents
18. The prescribed application form can be downloaded from the University website and the hard copy of the same may be submitted with DD in favor of **The Registrar, Dr. Abdul Haq Urdu University, Kurnool payable at State Bank of India, Kurnool-518002 in time 10.10.2019.**
19. Completed application should be sent to  
The RegistrarFAC  
Dr. Abdul Haq Urdu University,  
5-2 K.C Buildings,  
Opp. to Commercial Tax Office,  
Besides Montessori Indus School,  
Pandipadu Village,  
Kurnool- 518002.