*(Notification for recruitment of positions in the project)*

**Form – A**

# **University of Hyderabad**

Department / Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.UH/ Date: \_\_\_\_\_\_\_\_\_\_

1. Applications are invited from eligible candidates (Indian Nationals only) on a plain paper or in the attached format *(Form B)* for the following position(s) in the research project “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Post |  |
| 2 | Number of positions |  |
| 3 | Fellowship / Honorarium / Stipend in Rs. |  |
| 4 | HRA, if applicable |  |
| 5 | Tenure of the Post |  |
| 6 | Essential Qualifications |  |
| 7 | Desirable Qualifications |  |
| 8 | Experience |  |
| 9 | Age Limit |  |

1. Applicants should note that the appointments to be made are purely temporary and they have no right for claiming for any regular appointment in the University.
2. No TA/DA will be paid for attending the written test / skill test or at the time of joining.
3. Self Attested copies of all certificates in support of the information furnished in the application should be enclosed.
4. Last date for receipt of filled-in applications is : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Address to which the applications should be sent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name & Signature of the Project Investigator**

To

1. Web Master, UoH - with a request to place in the University website
2. All Notice Boards in the University of Hyderabad
3. All reputed research institutions in related area of the Project–for display on notice boards

***(Note: Only eligible candidates will be informed by email / letter at a later date)***

**Form – B**

**Application for Position in the Project**

|  |  |  |
| --- | --- | --- |
| **UNIVERSITY OF HYDERABAD**  P.O. Central University Campus, Gachibowli  Hyderabad – 500 046., Telangana, INDIA | | |
| **Application fee payment details:** | **Bank Name: ……………………………………..**  **DD / Receipt No: ………………………………..**  **Amount Rs. ……………………………………...** | Paste Recent Photograph |
|
| **Post Applied for:**  **Notification No & Date:** | **…………………………………………………….**  **…………………………………………………….** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details:** | | | Proof enclosed  Sl. No. |
| **1** | **Full Name (as in SSC certificate)** |  |  |
| **2** | **Gender (Male / Female)** |  | |
| **3** | **Date of Birth & Age *(as on last date of the Notification)*** |  |  |
| **4** | **Father’s Name** |  |  |
| **5** | **Nationality** |  |  |
| **6** | **Community (General / OBC / SC / ST / PWD)** |  |  |
| **7** | **Married / Unmarried** |  | |

|  |  |  |
| --- | --- | --- |
| **Candidate's Name & Address for correspondence :** | | |
|  | **Mailing address** | **Permanent address** |
| Name |  |  |
| Address with PIN Code |
| Email: |  | |
| Phone No. |  | |
| Mobile No. |  | |
| Fax No. |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present position held, if any:** | |  |  | |  |  | |  |
| **Name of the University / Institution** | **Name of the Position and Salary Details** | | | **Nature of Job** | | | **Proof encl. no.** | |
|  |  | | |  | | |  | |

*Page 1 of 2*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Educational Qualifications** | | |  |  |  |  |  |
|  |  |  |  |  | **CGPA** |  |  |
| **Name of the Examination passed** | **Name of the Board / University** | **Month & Year passed** | **Division /Class** | **% of Marks** | **(*if grading is applicable)*** | **Subjects studied** | **Proof Encl. No.** |
| **(a)** | **(b)** | **(c)** | **(d)** | **(e)** | **(f)** | **(g)** | **(h)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Experience (Including present position / employment)** | | | | | | |
| **Designation & scale of pay** | **Name & Address of the Employer** | **Period of Experience** | | | **Nature of work** | **Proof encl.**  **Sl.no.** |
| **From date** | **To**  **date** | **No. of years/**  **Months/days** |
| **(a)** | **(b)** | **(c)** | **(d)** | **(e)** | **(f)** | **(g)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Names & complete postal addresses of 2 referees :** | | | |
|  | |  | |
| **Email:** |  | **Email:** |  |
| **Phone (Landline) with STD Code :** | | **Phone (Landline) with STD Code :** | |
| **Mobile Ph:** | | **Mobile Ph:** | |

**Declaration:** I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of the applicant**

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**Form – C**

# **University of Hyderabad**

Department / Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.UH/ Date: \_\_\_\_\_\_\_\_\_\_

# **CONSTITUTION OF SELECTION COMMITTEE**

A selection committee with following composition is constituted for the recruitment of candidate (s) for the post (s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the research project entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vide Sanction Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_

under Principal Investigatorship of Prof. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the Department / School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 1 | Dean of the School | Chairman |
| 2 | Head of the Department / Centre | Member |
| 3 | External Expert *(as per sponsoring body guidelines or nominated by the sponsoring body of the project or drawn from any reputed research institute)* | Member  Name & Designation:  Institute Name: |
| 4 | Coordinator (R&D) or his nominee  *(for non-research positions)* | Member |
| 5 | Principal Investigator of the Project | Member Secretary |

Venue of the Selection Committee Meeting : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time of the Selection Committee Meeting : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Dean of the School

To

1. All the members of the Committee - with a request to attend the meeting.

**Form – D**

# **University of Hyderabad**

Department / Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.UH/ Date: \_\_\_\_\_\_\_\_\_\_

Total number of applications received *(attach list)* **:**

Number of candidates called for interview *(attach list)* **:**

Number of candidates appeared for the interview *(attach attendance sheet)* **:**

# **RECOMMENDATIONS OF THE SELECTION COMMITTEE**

In response to the advertisement No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_, the selection committee constituted for the recruitment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the project titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vide Sanction Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ sanctioned for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under Principal Investigatorship of Prof. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, met on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_ and recommends the following candidates in order of merit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order of merit | Name of the Candidate | Stipend / Fellowship / Honorarium per month Rs. | HRA, if applicable & funds allocated by funding agency **(eligible only if accommodation not provided by the UoH)** | Recommended Period | |
| From Date | To Date  (or till end the Project duration) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signature of the Selection Committee members:

|  |  |
| --- | --- |
| Principal Investigator of the Project (Member Secretary) | Coordinator (R&D) or his nominee (Member) |
| Head of the Department / Centre (Member) | External Expert (Member) |
| Dean of the School (Chairman) | |

**Form – E (Appointment Letter)**

# 

# **University of Hyderabad**

**P.O. Central University, Gachibowli, Hyderabad - 500 046**

Prof. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.UH/ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Offer of appointment in the research project - Reg.

Dear Candidate,

1) This is to inform you that you are provisionally selected for appointment to the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on a stipend / remuneration / fellowship @ Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ plus HRA @ Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ per month (if hostel accommodation is not provided by the University) as per funding agency / University rules, under the research scheme titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2) The above appointment comes into effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or from the date of joining, whichever is later.

3) Your appointment is up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or till the end of the project, whichever is earlier.

4) Your appointment in the project is purely temporary and you will not have any claim whatsoever for a permanent position in the University.

5) The University reserves the right to terminate your services at any time without prior notice and without assigning any reasons.

6) You are advised to report for duty within 10 days from the receipt of this letter, failing which your appointment stands cancelled automatically. You are also advised to submit 4 copies of joining report in FORM - F (attached) without fail.

7) You are governed by the disciplinary regulations of the University.

Signature of the Principal Investigator

**FORM-F** *(Joining Report - To be submitted 4 Copies)*

To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prof. / Dr. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dept. / School of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

University of Hyderabad

Hyderabad – 500 046.

Sub: Joining report – Reg.

Sir,

With reference to the offer of appointment (Letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_) to the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the research project titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**  sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

under Principal InvestigatorSHIP of Prof. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hereby report on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (F.N / A.N).

2) I shall abide by the terms and conditions of the offer of appointment.

3) I hereby undertake to abide by the disciplinary rules of the University.

Yours faithfully,

Signature :

Name :

Recommended & forwarded to RDC Section.

Principal Investigator Head of the Department Dean of the School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIVERSITY OF HYDERABAD**

**Research & Development Cell**

No: UH/RDC/ Date: \_\_\_\_\_\_\_\_\_\_\_

Certified that the above appointment is made in accordance with norms.

S.O. / A.R. / D.R. (RDC)

To

1. Principal Investigator of the Project
2. S.O. / A.R. / D.R., Projects Section, F&A
3. Funding Agency / Sponsoring Body of the Project
4. Project File