



Date: 09-07-2021

Advertisement No: UoH/A&E/IOE/1

Applications are invited in the prescribed format (along with copies of educational qualifications and experience) from eligible candidates for the Post of **Office Manager/Program Manager** in the Office of Controller of Examinations under the “Institution of Eminence” project granted to the University of Hyderabad by the Government of India and MHRD Notification No. F11/9/2019-U3(A) dated 17.02.2020.

The details of the position and emoluments are mentioned below: -

Number of Positions : 4 Nos. (OBC-1, SC-1, EWS-1, UR-1)

SC/OBC/EWS candidates should produce category certificate. OBC and EWS candidates should possess OBC/EWS certificates in the Govt. of India format issued on or after 1-04-2021

Minimum Qualification : Post Graduation /MBA from any recognized University or reputed institution with experience of Office management, familiarity with various packages of data entry, organization, maintenance, sharing of files/documents, and internet technology, good oral and written communication in English is mandatory. Knowledge of coding and programming will be added advantage.

Duties and Responsibilities: To coordinate the management of the office functions in Academic and Examination sections, drafting of various notes, preparation of minutes of meetings, replying to office emails, data entry, data compilation, preparation of draft replies to various queries related to academic & exams, front office management, file management etc., review and management of office functions, general administration and any other duties assigned by concerned officers.

Emolument: Rs. 30000/- per month (consolidated)

Other Details:

- Duration: All appointments are made for one year and can be extendible after a performance review every 6 months.
- Only candidates who fit into the objectives of the project will be called for the interview. The University reserves the right to reject or accept any or all the application received without assigning any reason.
- Applications through emails and/or walk-ins are NOT ALLOWED

Eligible candidates may apply in the prescribed format (enclosed) to **Deputy Registrar (Academic & Exams), University of Hyderabad, Prof. C R Rao Road, Gachibowli, Hyderabad -500046**. Or via email to drae@uohyd.ac.in. Envelope should be super scribed “**Application for the post of Office Manager/Program Manager in the Office of the CoE, UoH under IoE**”. The same should be in the subject line if the application is sent by email.

The applications should reach the above address on or before **23rd July, 2021 (Friday)**. Applications received after the last date will not be considered. The short-listed candidates would have to appear for an interview at the University of Hyderabad, Gachibowli, Hyderabad 500 046 on the date intimated to them. **Intimation will be sent via email only.**

No TA/DA will be paid for attending the interview.



हैदराबाद विश्वविद्यालय University of Hyderabad



Application for the post of Office Manager/Program Manager in the Office of Controller of Examinations (Under IoE)

Web Advertisement No. UoH/A&E/IOE/1

Affix
recent
passport size
colour
photograph

1. Name of the Candidate :
2. Father's Name :
3. Date of Birth :
4. Category :
(UR/SC/ST/OBC/EWS/PWD & Women)
5. Address for correspondence :
with E-mail ID and Mobile No.
6. Academic Qualifications :

Sl. No.	Qualification	College/ University	Subjects	Class & Percentage	Year of passing
1					
2					
3					
4					

7. Technical Qualifications (if any) :
8. Technical Expertise including Software/Programming Languages known(if any):

9. Details of Employment (Work Experience) in the Chronological order starting from the current job (attach separate sheet if space is not sufficient):

Sl. No.	Department/ Institute/ Office	Post held	Temporary/ Permanent/	Period of employment		Scale of Pay (in Rs.)
				From	To	
1						
2						
3						
4						
5						
6						

10. Language Proficiency:

Rate yourself in a scale as below. 0 – No Proficiency. 1 – Elementary Proficiency. 2 – Limited Working Proficiency. 3 – Professional Working Proficiency. 4 – Full Professional Proficiency. 5 – Excellent	Language	Speaking	Writing/Drafting
	English		
	Hindi		
	Other		
	Other		

11. Summary of Work Experience (attach separate sheet if space is not sufficient):

12. Additional information, if any, which you would like to mention in support of your suitability to the position. (Please attach separate sheet).

13. If selected, how much time you will require to join? _____

14. References. (Provide details of 2 referees with postal address, email ID and phone no)

15. Details of Enclosures :

S.No.	Description	Page No.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I hereby declare that the information furnished is correct and complete to the best of my knowledge & belief.

Place :

Date :

Signature of the Applicant