

DR.B.R.AMBEDKAR OPEN UNIVERSITY
PROF.G.RAM REDDY MARG, ROAD NO.46, JUBILEE HILLS, HYDERABAD

Notification No.7/PR//BRAOU/2013

Date: 03-08-2013

Applications are invited from the eligible candidates in the prescribed form for the following posts in the University service so as to reach the undersigned on or before 4.00 PM on 17-08-2013.

Sl.No	Name of the Post	No. of posts	Maximum Age limit as on 01-08-2013	Scale of pay in RPS-2010 Rs.
1.	ASSISTANT PUBLIC RELATIONS OFFICER	01	35	14860-39540
2.	JUNIOR ASSISTANT-CUM-TYPIST	13	34	8440-24950
3.	STORE-KEEPERS	02	34	8440-24950
4.	STENOGRAPHER (Sr.Asst. cadre)	01	34	10900-31550
5.	STENOGRAPHER (Jr.Asst. Cadre)	04	34	8440-24950
6.	VOICE LENDER	01	34	8440-24950
7.	LINE INSPECTOR	01	34	13660-38570
8.	RECORD ASSISTANTS	02	34	7740-23040
9.	OFFICE SUB-ORDINATES	10	34	6700-20110

NOTE:-

- 1. Canvassing in any form is disqualification of the application.**
- 2. Age limit does not apply to the employees of this University.**
- 3. Preference will be given in case of internal candidates who fulfill the eligibility criteria.**
4. The above posts carry D.A, H.R.A & C.C.A as per the University Rules.
5. The age concession over and above the upper age limit shall also be allowed to the eligible categories as per the Government Orders.
6. Preference will be given to the experienced candidates.
7. The above posts will come under **Contributory Pension Scheme** as per the Government Rules.
- 8. Registration fee paid will not be refunded.**
- 9. The University reserves the right to fill or not to fill or re-advertise the above posts, if the circumstances so warrant.**

QUALIFICATIONS FOR THE POSTS

SL. No.	Name of the Post	No. of Posts	Roster Point	Qualifications
01.	Assistant Public Relations Officer	01	BC-A (W)	<p>Essential</p> <p>i) First or High Second class (with atleast 55% of Marks) of Bachelor's Degree in Mass Communications/ Journalism / Public Relations, with atleast 02 years experience in reputed Media/Public Relations/ News Paper/ Institution.</p> <p>ii) Proficiency in English and Telugu</p> <p>iii) Age : Not more than 35 years (<i>Age limit does not apply to the employees of this University</i>)</p>
02.	Line Inspector	01	OC	<p>Essential</p> <p>i) Must have an experience of 05 years as Lineman to become eligible for promotion or must have passed L.E.E. examination of a recognized Institution of its equivalent</p> <p style="text-align: center;">(OR)</p> <p>15 years of experience as Electrician with a Trade Certificate in the Trade of Electrician issued by the SETWIN and possessing a certificate of competency for Electrical Wireman issued by the Statutory Body i.e. A.P. Electrical Licensing Board.</p> <p style="text-align: center;">(OR)</p> <p>15 years of experience as Electrician with I.T.I. qualifications and possessing a certificate of competency for Electrical Wireman issued by the Statutory Body i.e. A.P. Electrical Licensing Board.</p> <p>ii) Field experience of maintenance of Transformer/ H.T. Lines.</p> <p>Age: Not more than 34 years. (<i>Age limit does not apply to the employees of this University</i>)</p>
03.	Stenographer (Sr.Asst.Cadre)	01	OC (W)	<p>Essential</p> <p>i) A University Degree in Arts/ Commerce/ Science.</p> <p>ii) Pass in Typewriting (English) Higher Grade, Shorthand (English) Higher Grade examination conducted by the A.P.State Board of Technical Education or equivalent examination thereto.</p> <p>iii) Two years previous experience as Stenographer/Steno-Typist.</p> <p>Desirable: Pass in Typewriting & Shorthand (Telugu) Lower Grade Examination conducted by the A.P. State Board of Technical Education.</p> <p>Age: Not more than 34 years. (<i>Age limit does not apply to the employees of this University</i>)</p>

4.	Stenographer (Jr.Asst.Cadre)	04	SC -1 ST -1 BC B - 1 OC -1	<p>Essential</p> <p>i) A University Degree in Arts/ Commerce/ Science.</p> <p>ii) Pass in Typewriting (English) Lower Grade, Shorthand (English) Lower Grade examination conducted by the A.P.State Board of Technical Education or equivalent examination thereto.</p> <p>*Relaxation</p> <p>The candidates belonging to Scheduled Castes and Scheduled Tribes can be considered for appointment if they have passed Intermediate Examination.</p> <p>Desirable:</p> <p>Pass in Typewriting (Telugu) Shorthand (Telugu) Lower Grade Examination conducted by the A.P. State Board of Technical Education or equivalent Examination, thereto.</p> <p>Age: Not more than 34 years (Age limit does not apply to the employees of this University)</p>
05	Junior Assistant-cum-Typist	13	SC - 1 SC(W) 1 ST - 1 BC A - 1 BC A (W)1 BC B - 1 BCB (W) 1 BC C(W) 1 BCD(W) 1 BC E(W) 1 OC (W) - 2 OC - 2 OC(W)VH 1	<p>Essential:</p> <p>i) A University Degree in Arts/Science/Commerce.</p> <p>ii) A pass in Typewriting (English) Lower Grade Examination conducted by the A.P. State Board of Technical Education or equivalent examination thereto.</p> <p>Desirable:</p> <p>a) Pass in Typewriting (Telugu) Lower Grade Examination conducted by the A.P.State Board of Technical Education.</p> <p>b) A Diploma Level Certificate in Computer Course.</p> <p>Age: Not more than 34 years.</p> <p>Note: Preference will be given in case of internal candidates who fulfill the eligibility criteria. (Age limit does not apply to the employees of this University)</p>
06	Store Keeper	02	- -	<p>Essential:</p> <p>i) A University Degree in Arts/Science/Commerce.</p> <p>ii) At least one year experience in maintenance of stores in University / Government Departments.</p> <p>Age: Not more than 34 years.</p> <p>Desirable: A pass in Typewriting (English) Lower Grade Examination conducted by the A.P. State Board of Technical Education. (Age limit does not apply to the employees of this University)</p>

07.	Voice Lender (Jr.Asst.Cadre)	01	O.C.	<p>Essential</p> <p>i) A University Degree in Arts/ Commerce/ Science.</p> <p>ii) Three years experience as Compere /Announcer/Anchor.</p> <p>iii) Voice Test.</p> <p>Desirable: VANI TRAINING certificate from All India Radio.</p> <p>Age: Not more than 34 years.</p> <p><i>(Age limit does not apply to the employees of this University)</i></p>
08.	Record Assistant	02	ST. -1 OC.(HH) -1	<p>Essential: Pass in Intermediate Examination.</p> <p>Desirable: Knowledge of Typewriting.</p> <p>Age: Not more than 34 years.</p> <p><i>(Age limit does not apply to the employees of this University)</i></p>
09.	Office Subordinate	10	SC - 1 SC (W) - 1 ST - 2 BC A - 1 BC B - 1 BC C W- 1 OC - 2 OCHH - 1	<p>A pass in 8th Class</p> <p>(Pass certificate of VII must be enclosed)</p> <p>Age: Not more than 34 years</p> <p><i>(Age limit does not apply to the employees of this University)</i></p>

The application form can be download from the University Website (www.braou.ac.in) and filled in form along with attested copies of certificates in support of Date of Birth, qualifications, experience etc., should reach the undersigned on or before 4.00 PM on 17-08-2013 along with Registration Fee of Rs.500/- (Rupees Five hundred only) through a crossed Demand Draft drawn in favour of the Registrar, Dr.B.R.Ambedkar Open University, payable at Hyderabad. The Registration fee paid will not be refunded.

NOTE:

CANDIDATES SHOULD SUBMIT THE APPLICATION IN THE FORMAT PRESCRIBED BY THE UNIVERSITY. APPLICATIONS SUBMITTED IN OTHER THAN THE PRESCRIBED FORMAT AND WITHOUT REGISTRATION FEE WILL BE REJECTED.

REGISTRAR

GENERAL INSTRUCTIONS:

1. The application giving full particulars regarding academic & technical qualifications, experience from the Head of the Institution where the applicant is now serving or has served last shall enclose to each application should reach the **Registrar, Dr.B.R.Ambedkar Open University**, Prof.G.Ram Reddy Marg, Road No.46, Jubilee Hills, Hyderabad – 500 033.
2. Attested copies of Certificates, Degree, testimonials etc., in support of Date of Birth, Educational Qualifications and experience should be enclosed to the application and the originals thereof should be produced at the time of interview.
3. The upper age limit is relaxed by 05 years in case of SC, ST & other backward classes and by 10 years in the case of Physically Handicapped candidates.
4. Qualified candidates for the above posts will have to appear for a written test and Typewriting test on computer. On the basis of the results of the test, a merit list of the candidates qualifying for interview will be drawn up. The final selection for appointment will be made on the basis of aggregate marks obtained by the candidates in the Test and Interview.
5. Preference will be given in case of internal candidates who fulfill the eligibility criteria.
6. Candidates already in employment must submit their applications through their employer. They may however send one copy of the prescribed application in advance to avoid delay. ***Candidates should be prepared to appear for Written Test and Interview at their own cost, if called for.***
7. Applications, which do not confirm to the above mentioned conditions, are liable to be rejected. Furnishing of false information or suppression of any factual information in the application form would be disqualification and even if it comes to the notice at any time during his/her service, are liable to be terminated. Canvassing in any form, by the candidate himself/herself or on behalf of the candidates is prohibited.
8. The candidates selected in this recruitment will be covered by **Contributory Pension Scheme** only as per the G.O.Ms.No.655, Fin.(Pen-I) Department, dt.22-09-2004.
9. The filled in application form received after **4.00 p.m. on 17-08-2013** will be rejected. The University will not be responsible for any postal delay.

R E G I S T R A R



Dr. B.R. AMBEDKAR OPEN UNIVERSITY

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Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad – 500 033

Last Date for submission : 17-08-2013

APPLICATION FORM FOR THE POST OF _____
(To be filled up by the Applicant in his/her own handwriting)

Affix your
recent
Passport size
Photograph
duly signed by
the Candidate

1. Full Name (in **BLOCK** letters) :.....
2. Father's/Husband's Name ;.....
3. a) Present Mailing Address ;.....
.....
.....
.....
PIN:.....
- b) Permanent Address ;.....
.....
.....
PIN:.....
- c) E-Mail ID :.....
4. Contact No. Land Line a) :.....
Cell b) :.....
5. Date of Birth & Age as on 01-08-2013:
6. Identification Marks 1.
2.
7. Social Status : OC/BC-A, B, C, D, E/SC/ST/Others
(Enclose Xerox copy)
8. Whether belongs to : PH/VH/HH (Enclose Xerox copy)
9. Particulars of Registration Fee : DD No. _____ Date _____
Amount Rs.500/-.

(PTO)

10. Details of Educational Qualifications:

Sl. No.	Examination Passed	Year of passing	Name of the College / Institute / Board/ University	Division / Class with percentage of marks

11. Details of Technical and other examinations passed

Sl. No.	Examination Passed	Year of Passing	A.P.P.S.C/Board/University Institution	Division/Class with percentage of marks

12. Languages Known ;.....

13. Details of Present Employment

- a) Name of the Employer :.....
- b) Post held :.....
- c) Date of Joining :.....
- d) No. of years of Service :.....
- e) Pay Scale Rs.
- f) Present basic pay Rs.....

DECLARATION BY THE APPLICANT

I hereby declare that all the entries made in this application are true to the best of my knowledge and belief.

SIGNATURE

Place :
Date :