



## ADI KAVI NANNAYA UNIVERSITY

(State University, Act 28 of 2006, 22.04.2006)

(2f - Section 22 of UGC Act, 1956, 04.03.08)

RAJAHMUNDRY, AP - 533105

Advt. No. 3/2013

Date : 14.08.2013

### NON-TEACHING STAFF RECRUITMENT

Sl. No.	Name of the Post	No. of Posts	Roster Point	Category
1	Controller of Examinations	01	Single Post	Open
2.	Assistant Registrar	01	1	OC (W)
3.	Superintendent	02	3 4	OC BC-A(W)
4.	Senior Assistant	03	5 6 7	OC PH-VH(W) SC
5.	Assistant Engineer (Civil)	01	Single Post	Open
6.	Assistant Engineer (Electrical)	01	Single Post	Open
<b>BACKLOG VACANCIES</b>				
1	Assistant Registrar	01	2	SC(W)

Please visit **[www.nannayauniversity.info](http://www.nannayauniversity.info)** for the advertisement and other details. The application form can be downloaded from the website and the filled-in application along with the registration fee of Rs.500/- and necessary enclosures is to be submitted so as to reach the Deputy Registrar on or before 16.09.2013.

**Sd/-  
REGISTRAR**

# ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

## **ELIGIBILITY CRITERIA AND DETAILS FOR NON-TEACHING POSTS**

Sl. No.	Name of the Post	No. of Posts	Roster Point	Category	Pay Scale ₹
1	Controller of Examinations	01	Single Post	Open	₹21,820-48,160
2.	Assistant Registrar	01	1	OC (W)	₹18,030-43,630
3.	Superintendent	02	3 4	OC BC-A(W)	₹14,860-39,540
4.	Senior Assistant	03	5 6 7	OC PH-VH(W) SC	₹10,900-31,530
5.	Assistant Engineer (Civil)	01	Single Post	Open	₹15,280-40,510
6.	Assistant Engineer (Electrical)	01	Single Post	Open	₹15,280-40,510
<b>BACKLOG VACANCIES</b>					
1	Assistant Registrar	01	2	SC(W)	₹18030-43,630

### **1. Controller of Examinations:**

- (i) I/II class Post-Graduate Degree
- (ii) 5 years of service as Asst. Registrar(RPS2010, ₹18030-43,630) in a University in examinations or Asst. Professor in a University/Govt. Service with 3 years of experience in examinations is a must or holder of an equivalent post in any Research Establishment (Govt.) or any other Institute of Higher Learning (Govt.) for a period of 3 years, in examinations is a must.

### **2. Assistant Registrar:**

- (i) I/II class Post-Graduate Degree
- (ii) 5 years of total service out of which minimum 3 years in the scale of pay as Superintendent (RPS 2010, ₹14860 - 39540) in any University or Government College or any Government Department.
- (iii) Pass in Accounts Test for Executive Officers conducted by the AP Public Service Commission.
- (iv) **Desirable:** Knowledge of Computer skills and administrative and finance codes.

### 3. Superintendent:

- (i) I/II class Degree
- (ii) 5 years of total service out of which minimum 3 years in the scale of pay as Senior Assistant (RPS 2010, ₹10900 - 31530) in any University or Government College or any Government Department.
- (iii) Pass in Accounts Test for Executive Officers conducted by the AP Public Service Commission.
- (iv) **Desirable:** Knowledge of Communication and Computer skills, service rules, administrative and finance codes, procedures for indenting & purchase and maintenance of Stock Registers & stores is essential.

### 4. Senior Assistant:

- (i) Any Degree
- (ii) Experience: Should have put up minimum of 2 years in the scale of pay as Junior Assistant or equivalent post (RPS 2010, ₹8440 - 24,950) in any University or Government College or any Government Department.
- (iii) Account Test for Subordinate Officers Part-I. However, if any candidate is selected without Account Test they have to complete the test within two years, failing which their increments will not be released.
- (iv) Type Lower in English is a must. Knowledge of Communication skills and computer skills, service rules and procedures for indenting & purchase, maintenance of stock registers & stores, drafting and noting is essential.
- (v) **Desirable:** Telugu Typing.

### 5. Assistant Engineer (Civil):

- (i) B.E. (Civil) / B.Tech. (Civil) or equivalent qualification recognized by UGC. Preference will be given for experienced candidates.

### 6. Assistant Engineer (Electrical):

- (i) B.E. (Electrical) / B.Tech. (Electrical) or equivalent qualification recognized by UGC. Preference will be given for experienced candidates.

### **AGE:**

#### **Age limit as on 01.07.2013**

- 1. For Sl.No. 1: below 50 years,
- 2. For Sl.No. 2, 3 and 4 : below 40 years
- 3. For Sl.No. 5 and 6 : 21 – 34 years

**Note:** No age limit for Internal Candidates.

**NOTE:** The upper age limit prescribed above is relaxable in the following cases:

S.No.	Category of candidates	Relaxation of age permissible
1	2	3
1.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years
2.	A.P. State Government Employees (Employees of APSEB, APSRTC, Corporations, Municipalities etc. are not eligible)	5 Years based on the length of regular service
3.	Ex-Service men	3 Years & length of service rendered in the armed forces.
4.	N.C.C. (who have worked as instructor in N.C.C.)	3 Years & length of service rendered in the N.C.C.
5.	SC/ST and BCs	5 Years
6.	PH	10 years

**Note-I:** Controller of Examinations post will be filled through Interview only.

**Note-II:** There will be a recruitment test for the post of Senior Assistant, Superintendent and Assistant Registrar in the areas of accountancy, office procedures & rules, General English, General Knowledge, and Computer skills and followed by Interview.

**Note-III:** There will be a recruitment test for the post of Asst. Engineer (Civil) and Asst. Engineer (Electrical) in the areas of General Studies and Subject concerned and followed by Interview.

**Note-IV:** The Appointees will be governed by Contributory Pension Scheme of Adi Kavi Nannaya University.

**GENERAL INSTRUCTIONS:**

1. Applications should be in the prescribed form.
2. Attested copies of certificates in evidence of age, community, (for SC/ST/BC/Ph candidates only), educational qualifications and experience in Government Departments should be enclosed with the application.
3. Candidates applying for more than one post should apply separately for each post.
4. Application is not transferable.
5. Persons who are already employed should send their applications through proper channel with No Objection Certificate and the original application duly forwarded by the competent authority, failing which their application will be rejected.

6. Two passport size photographs of the candidate should be enclosed, out of which one should be affixed in the application form and attested by a Gazetted Officer.
7. Completed application with required documents should be sent along with the registration fee (non- refundable) of ₹500/- for non-teaching post (₹250 in case of SC & ST candidates ) by Demand Draft dated not earlier than the date of the advertisement and payable **in favor of the Registrar, Adikavi Nannaya University Rajahmundry.**
8. Applications received without the registration fee shall be rejected.
9. Incomplete applications will be summarily rejected and applications received late will not at all be considered under any circumstances and no further correspondence will be made in this regard. The University will not be responsible for any postal delay.
10. Original certificates should not be sent along with the applications. If sent, the University is in no way responsible for any possible loss.
11. Original certificates should be produced at the time of interview for verification.
12. If there is any discrepancy between the information furnished in the application and the supporting documents, such applications will be summarily rejected.
13. Canvassing in any form will disqualify the candidate.
14. The name of the post applied for shall be superscripted on the envelope.
15. No TA/DA will be paid to the candidates called for interview.
16. An applicant cannot claim call for interview or appointment as a matter or right just because/he/she is an applicant for the post.
17. Preference will be given in case of internal candidates who fulfill the eligibility criteria.
18. 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 Deputy Registrar, Adi Kavi Nannaya University, Rajahmundry, Andhra Pradesh – 533105 before the last date.
19. The University reserves the right to fill or not to fill or cancel the notification without assigning any reasons. This condition applies to those who apply in response to this advertisement. Any dispute concerning this notification shall be subject to jurisdiction of Courts in Rajahmundry only.

**LAST DATE FOR RECEIPT OF THE COMPLETED APPLICATIONS IS 16.09.2013**

Application No.....  
(For Office use only)

Advt. No.....



## ADI KAVI NANNAYA UNIVERSITY: RAJAHMUNDY

### Application Form for Non-Teaching Post

(Please read the instructions on website before filling)

*Affix Recent  
passport size  
Photograph*

**Post applied for:**

#### 1. Application fee (Non-refundable)

DD Number	Date	Amount (in ₹.)	Name of the Bank	Issuing Branch

#### 2. Personal details (In capital letters):

Sl. No.  
of proof  
enclosed

Full Name				
Date of Birth (DD/MM/YY)		Age (In years)		
Gender (Male/Female)		Marital Status		
Nationality		Religion		
Category [SC/ST/BC(A/B/C/D/E)/OC/ PH(VH/OH/HH)]				
Father's Name				
Mother's Name				
Particulars of physical disability, if applicable				

#### 3. Address (In capital letters):

Mailing Address	Permanent Address
PIN CODE:	PIN CODE:
Email	
Phone No.	Mobile

4. Present position:							Sl. No. of proof enclosed
Designation	University/ Institution	Temporary/ Permanent	Basic Pay (₹)	Gross Pay/ Total Salary p.m. (₹)	Increment Date	Retirement Date	

5. Educational Qualifications (Matriculation and onwards)						Sl. No. of proof enclosed
Name of the Degree/Exam	University/Institution/ Board	Year of passing	Percentage of Marks	Division/ Class/GPA	Subjects	
SSC						
Intermediate						
Degree						
Postgraduate						
Other Qualification						
Please add additional sheet, if required, retaining the above tabular format.						

6. Technical Qualifications					Sl. No. of proof enclosed
Name of the Degree/Exam	University/Institution/ Board	Year of passing	Percentage of Marks	Division/ Class	
English Typing (Lower)					
English Typing (Higher)					
Telugu Typing (Lower)					
Telugu Typing (Higher)					
DCA					
PGDCA					
Other Qualification					

**7. Administrative Experience** (Enclose additional sheet, if required, in the same format) :

University/ Institution	Designation of Post held	Nature of assignment	Temporary / Permanent	Length of service	Sl. No. of proof enclosed

**8. Additional information, if any, in support of the application:**  
(Please add additional sheet, if required)Sl. No.  
of proof  
enclosed

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**9. 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



**10. Endorsement by the Employer (For in-service candidates only):**

Forwarded to:

**The Registrar  
Adi Kavi Nannaya University,  
Rajahmundry – 533 105  
East Godavari(Dt.) (A.P) India.**

The applicant Mr./Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in Adi Kavi Nannaya University, has been working in \_\_\_\_\_ in the post of \_\_\_\_\_ in a temporary / permanent capacity with effect from \_\_\_\_\_. She/ He is drawing a Basic Pay / Pay of ₹.\_\_\_\_\_.

Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Adi Kavi Nannaya University.

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

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(Signature of the forwarding authority with seal)