



# RAYALASEEMA UNIVERSITY KURNOOL - 518007 A.P.

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## RECRUITMENT OF NON-TEACHING STAFF

**Advertisement No:** Advt. No.RU/N.T.Estt./Rectt-2017/08, dated 05.09.2017

Post Applied for:

Details of Demand Draft:	Amount	D.D. No	Date	Name of the Bank

**The application need to be registered by enclosing a DD of Rs. 500/- for OC & BC (Rs.250/- for SC/ST/PWD) drawn in favour of The Registrar, Rayalaseema University, Kurnool payable at Kurnool.**

1. (a) Applicant's Name: (in full & in caps)


(b) Father's Name: \_\_\_\_\_

(c) Mother's Name: \_\_\_\_\_

2. Date of Birth & Age (in completed years):

D	D	M	M	Y	Y	Y	Y

Age: \_\_\_\_\_ years \_\_\_\_\_ Months

3. Place of Birth: \_\_\_\_\_ District: \_\_\_\_\_

4. (a) Nationality: \_\_\_\_\_ (b) Religion: \_\_\_\_\_ (c) Gender: Male / Female

5. (a) Address for Communication

(b) Permanent Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail \_\_\_\_\_

6. Reservation Category, if any (put ✓ mark),

**(enclose an attested copy of the Caste Certificate issued by the competent authority).**

SC	ST	BC- A	BC- B	BC- C	BC -D	PH /HH/VH	OC / Any other

7. A.) Educational Qualifications:

Examination	Month & Year of Passing	Division	% of Marks	Name of the Board/University
S.S.C.				
Intermediate/Diploma				
Degree				
Postgraduate				
M.Phil./Ph.D.				

B.) Technical and Other qualifications:

Examination	Subject	Division	Year of Passing	% of marks obtained	Name of the Board/University

8. (a) Position held at present , If any: \_\_\_\_\_

(b) Whether the Post is Temporary or Permanent/Aided/Unaided and ratified by the University: \_\_\_\_\_

9. Present monthly basic pay and Pay scale whether UGC/State-RPS-2006/2010/Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total (Rs.)

10. Experience, if any:

Name of the Institution/ Organisation	Designation	Nature of Post Temp./ Permanent	Nature of assignment	Period (give dates)	Length of experience	
					Years	Months

11. Have you ever been convicted by Court of law if yes, please give details: \_\_\_\_\_

12. Name and address of the present employer: \_\_\_\_\_

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

13. "No objection certificate" from the present employer: \_\_\_\_\_

14. Any relevant information the candidate would like to give in support of his/her candidature (enclose a separate sheet, if necessary) : \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

*I hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false, my candidature/ application/appointment, if any, is liable to be rejected/cancelled.*

Place:

Date:

**Signature of the Applicant**

**CANDIDATES WHO ARE IN SERVICE ONLY**

(Endorsement by the Head of the Institution)

**Forwarded to the Registrar, Rayalaseema University, Kurnool-518007, Andhra Pradesh.**

The applicant holds a permanent / temporary post in this institution.

I certify that all entries made in this application are correct according to his / her service book or records maintained in this office.

This Organization/ Institution has **NO OBJECTION** to the candidature of the applicant being considered for the post he/she applied for.

Place:

Date:

**Signature of the forwarding officer**

**(with Seal & Address)**

## **INSTRUCTIONS TO THE APPLICANT**

- 1 Separate application should be submitted for each post.
- 2 Each application should be accompanied by registration fee by way of demand draft drawn in favour of **Registrar, Rayalaseema University** and payable at SBI, Pasupula Branch, Rayalaseema University, Kurnool. The registration fee is **Rs. 500/-for OC & BC (Rs.250/- for SC/ST/PWD)**. The candidate has to write his/her name and the post applied on the back side of the demand draft.
- 3 Enclose good and clear self attested copies of certificates to the application as proof of each information furnished in the application. Write the serial number of the proof at the right top corner of each enclosure.
- 4 It is the responsibility of the candidate to furnish information about police cases/pending enquiries if any, in which he/she is involved.
- 5 **The last date for receipt of filled-in application is 5.00 pm, 30-09-2017.**
- 6 The filled-in application along with the registration fee and the necessary self attested copies should be submitted either in person or by registered post to reach the **Registrar, Rayalaseema University, Kurnool – 518007 (A.P.)** before the last date.
- 7 The University is not responsible for any postal delay.
- 8 Applications received after the due date or incomplete or not conforming to the prescribed format in any respect will not be considered and no communication will be entertained in this regard.
- 9 Candidates already in service must submit their applications through proper channel. In case the applicant is in service, and delay is expected in getting endorsement of the employer, the applicant may submit an advance copy of the application with all enclosures along with the original demand draft towards registration fee. A photocopy of the demand draft must be enclosed to the original application being sent through proper channel.
- 10 Canvassing in any form on behalf of any candidate will definitely disqualify such candidate.
- 11 **The University reserves itself the right to fill or not to fill one or both the posts.**
- 12 Candidates should attend the interview at the place fixed by the University on the date and time specified at his/her own expenses. The call for an interview conveys no assurance of selection.
- 13 Selection will be made on the basis of candidate's previous record and their performance in the interview. The University may also conduct a written exam, if necessary.
- 14 If the applicant is selected for the post he/she will be appointed to the post on the minimum pay of the scale attached to the post and no protection of last pay drawn in the previous employment will be given unless the Selection Committee recommends such protection and the appointing authority accepts it.
- 15 A candidate who is found to have furnished false particulars or to have suppressed material, information or to have been found involved in unlawful activities will be disqualified, and if appointed, will be liable to be dismissed without any notice.

- 16 The newly appointed employees are not eligible for liberalized pension rules, but will be eligible for the new contributory pension scheme of the University.
- 17 The appointees are liable for transfer to any of the constituent colleges/centres established or to be established outside the campus.
- 18 Eligibility Criteria:

For the Post of	Eligibility
<b>Library Assistant Grade-I</b> Scale Rs.40270 – 93780  <u>Age:- Not more than 42 years*</u> <u>as on 01-07-2017</u>  <u>Vide GO No.396, General</u> <u>Administration(Ser-A) Dept.</u> <u>dated 05.11.2016</u>	<p>A. Minimum Qualification : Master's Degree in library Science from a recognized University with consistently good academic record with Minimum 55% of marks and above</p> <p>B. Experience: Should have Minimum 5 years experience in the cadre of Junior Library Assistant or its equivalent in the Universities / Government Colleges/Research Organizations (Central / State / Public Sector undertakings)</p> <p>C. <u>Preferable:</u>  1.Certificate in computer applications and networking  2.Experience in digitalization of Library</p>
<b>Work Inspector</b> (Civil Engg./Electrical Engg.)  Scale Rs.15030 - 46060 <u>Age:- Not more than 42 years*</u> <u>as on 01-07-2017</u>  <u>Vide GO No.396, General</u> <u>Administration (Ser-A) Dept.</u> <u>dated 05.11.2016</u>	<p>A. Minimum Qualification: Must have passed Diploma in Civil Engg./Electrical Engg. from any recognized Institutions or its equivalent examination</p> <p>B. Experience: Preferably should have Minimum 3 years experience in the reputed Institutions.</p>