



## UNIVERSITY OF HYDERABAD

Office of the Registrar  
Establishment Section -II

No: UH/E-II/C1/DPC/2020/ 716

Date: 19-11-2020

### NOTIFICATION

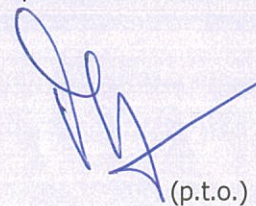
Sub: Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to various Non-Teaching (Group-B) posts, November, 2020 - Reg.

Ref: Vice- Chancellor's approval dated 19-11-2020.

1. In order to consider the suitability of employees in feeder cadre for promotion to the following posts under Merit-cum-Fitness category and Assistant Horticulturist in the Seniority-cum-Fitness category, it has been decided to conduct a Limited Departmental Competitive Examination and the vacancies proposed to be filled under Seniority-cum-Fitness and Merit-cum-Fitness in the ensuing DPC are as follows:

Sl. No.	Name of the Post	No. of vacancies	Category		Remarks
			SCF	MCF	
1.	Section Officer	02	1-SC	1-UR	-
2.	Senior Assistant	03	1-SC	1-UR* (*Backlog) 1-UR	-
3.	Private Secretary	03	2-UR	1-UR	-
4.	Computer Operator	01	1-ST	00	-
5.	Assistant Engineer (Civil / Electrical)	01	1-SC	NA	-
6.	Assistant Horticulturist	01	1-UR	NA	A qualifying test shall be conducted for the purpose.
7.	Assistant Security Officer	01	0	1-UR	-

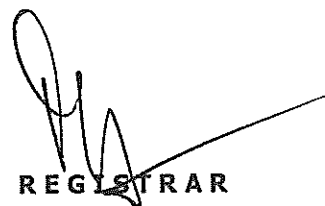
2. The details of eligibility criteria and syllabus for the Examination/Qualifying Test as the case may be are annexed at Annexure-I and Date of written test & skill test and venue of the examination is annexed at Annexure-II.
3. Employees, who fulfil the eligibility criteria (Annexure-I) for considering under MCF and Assistant Horticulturist under Seniority-cum-Fitness only may apply on plain paper through proper channel to the Deputy Registrar (E-II) on or before 5.30 pm. of 30<sup>th</sup> November, 2020. Only those candidates fulfilling the eligibility criteria shall be called for the Limited Departmental Competitive Examination (LDCE) and Trade / Skill test wherever is required.

  
(p.t.o.)



4. The number of vacancies of the posts indicated above is tentative. The University reserves the right to fill any consequential vacancies and to increase / decrease the number of vacancies and also to withdraw any of the vacancies from the notification, if the circumstances so warrant based on any omission or commissions noticed after issue of the notification.
5. (i) In terms of Para 25.3 of UoH Non-Teaching Recruitment & Promotion Norms (NR-RPN) -2017 for Group-B & C, the minimum qualifying marks for the written examination and Skill test for considering promotion under Merit-cum-Fitness as follows:

General Category	:	40%
SC/ST/PWD	:	35%



REGISTRAR

**Encl: Annexure-I, II & III.**

To  
All Deans of Schools } with a request to bring to the notice  
All Heads of Depts./Centres/ Sections } of all concerned.  
All Notice Boards  
Webmaster...with a request to upload the notification on the University website.

**Copy to:**

1. O.S.D. to Vice-Chancellor
2. P.S. to Pro-Vice Chancellor-I / Pro-Vice Chancellor -II
3. P.S. to Registrar.
4. P.S. to Finance Officer.
5. P.S. to Controller of Examinations.



## UNIVERSITY OF HYDERABAD

Sl. No	Post	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
1.	Section Officer Pay Level-7	By promotion on the basis of Merit-cum-Fitness by the Limited Departmental Competitive Examination (LDCE) from the cadre of Senior Assistants who have put in four (4) years of regular service in the grade.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances and Service Rules, Financial Regulations including purchase procedures and Essay writing.
2.	Senior Assistant Pay Level-6	On the basis of Limited Departmental Competitive Examination (LDCE) from amongst Office Assistants / Upper Divisional Clerks (UDC) who possess a University degree from a recognized institution and have put in three (3) years of regular service in the grade.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances and Service Rules, Financial Regulations including purchase procedures and Essay writing.
3.	Private Secretary Pay Level-7	By promotion on the basis of seniority from amongst Personal Assistants who have put in four (4) years regular service in the grade and have qualified in the qualifying test conducted for the purpose.	English Stenography test of 120 w.p.m. with a typing speed of 45 w.p.m.
4.	Assistant Horticulturist Pay Level-6	By promotion on the basis of seniority from amongst Junior Horticulturist who have put in five (5) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.	Principles of horticulture, systematic horticulture, floriculture and landscaping, medicinal and aromatic plants, disease and pest management, plant propagation and nursery husbandry, commercial horticulture.
5.	Assistant Security Officer Pay Level-6	On the basis of Limited Departmental Competitive Examination (LDCE) from amongst Security Assistants who possess a Bachelor's Degree from a recognized University and have put in at least three (3) years of satisfactory service in the grade.	Detailed in Annexure-II

  
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**UNIVERSITY OF HYDERABAD**

**DPC Notification Ref. No. UH/E-II/C1/DPC/2020, dated 19-11-2020, the schedule of Limited Departmental Competitive Examination (LDCE)/ Trade / Skill test as detailed below:**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Date of Written / Skill / Trade Test &amp; Venue</b>
1.	Section Officer	Written Test on 9 <sup>th</sup> December, 2020 at 11.00 a.m. at the College for Integrated Studies (CIS), South Campus, UoH.
2.	Senior Assistant	Written Test on 9 <sup>th</sup> December, 2020 at 11.00 a.m. at the College for Integrated Studies (CIS), South Campus, UoH.
3.	Private Secretary	The date of skill test shall be notified shortly.
4.	Assistant Horticulturist	Qualifying Test on 11 <sup>th</sup> December, 2020 at 11.00 am. at the College for Integrated Studies (CIS), South Campus, UoH.
5.	Assistant Security Officer	Written Test on 9 <sup>th</sup> December, 2020 at 11.00 a.m. at the College for Integrated Studies (CIS), South Campus, UoH.

  
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**UNIVERSITY OF HYDERABAD**

**Syllabus for Assistant Security Officer**

1. Physical Security Controls - Access control, materials movement, identification systems, frisking etc.
2. Security Management / Organizing security department – Identification of security agency, identifying the security needs, recruitment of security personnel.
3. Electronic Security – Familiarization of Bio-metric access cards, handheld / door frame metal detectors, boom barriers, surveillance camera operations, etc.
4. Intelligence gathering, surveillance, basic knowledge of vigilance and its functions.
5. Fire Safety – Use & Maintenance of portable fire extinguishers, installation & identification of layout fire safety equipment, training subordinates on fire safety.
6. Dealing with Emergencies – Fire accidents, bomb threats, staff/labour unrest, ghoreeing the executives, suicide cases, terrorist attacks, kidnapping of executives, hostage release.
7. WVIP Security / Executive Protection – Escorting, identification of safe route, traffic arrangements within the campus sanitization of WVIP location.
8. Crime – Theft, trespass, sabotage, investigation of theft & report writing.
9. Security & Law – A few important sections of IPC (Indian Penal Code) such as private defence, theft, trespass, kidnapping, rash & negligent driving, assault, criminal intimidation, impersonation, cheating, mischief etc.
10. Computer Security – Physical security measures, basics in information security such as hacking, email abuses, internet misuse.
11. Documentation of Security – Maintenance of occurrence book, visitors register, material movement registers, identification / vehicle log books.
12. Directing and controlling security operations, liaison with internal and external agencies such as Police, IB, Fire etc.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.