

UNIVERSITY OF HYDERABAD

AGENDA FOR THE MEETING OF DEPARTMENTAL PROMOTION COMMITTEE FOR THE NON-TEACHING (Group-B) POSITIONS - 01/2020

**On 30th December, 2020 at 10:00 a.m.
At Vice-Chancellor's Conference Hall,
Admin. Building.**

Establishment Section -II

I N D E X

Item No.	Name of the Post(s) to be filled through Promotion	Page No.
1.	Section Officer	1 - 11
2.	Senior Assistant	12 - 20
3.	Private Secretary	21 - 28
4.	Assistant Horticulturist	29 - 35
5.	Assistant Security Officer	36 - 42
Appendix-I (Page No. 43): Roster points submitted by the Deputy Registrar (Reservation Cell)		



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
Phone: +91-040-23132117 Office of the Registrar,
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**AGENDA FOR DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO
THE POST OF SECTION OFFICER SCHEDULED ON 30-12-2020**

The University has notified two (02) vacant posts of Section Officer in the Pay Scale of Rs.44,900-1,42,400 (Pay Level:7) to be filled by promotion under one (1) Seniority-cum-Fitness and one (1) under Merit-cum-Fitness category through the Departmental Promotion Committee from the cadre of Senior Assistants working in the University.

2. A copy of the Recruitment Rules along with the minimum eligibility criteria is annexed at Annexure –I.
3. The Seniority List of Senior Assistants working in the University is placed at Annexure-II.
4. The results of the Written Test to consider filling up one (1-UR) vacancy under Merit-cum-Fitness category shall be placed before the Committee.
5. The Annual Performance Appraisal Reports (APARs) of preceding five years of Senior Assistants shall be placed before the Committee.
6. The above documents are placed before the Departmental Promotion Committee to recommend a panel of eligible candidates to be promoted to the post of **Section Officer** in the pay scale of Rs.44,900-1,42,400 (Pay Level:7).

Date: 23-12-2020

Registrar



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Office of the Registrar,
Establishment Section-II

1. **Grade or Post to which promotion is to be made** : **Section Officer**

Designation	Classification	Scale of Pay
(1)	(2)	(3)
Section Officer	Group-B	Pay Level:7 (Rs.44,900 – 1,42,400)

2. **Recruitment Rules for the grade / post** :

- (a) Date on which the Recruitment Rules were approved in the University : 01-05-2017;
Further amended on 18-12-2017 & 23-08-2018.
- (b) Method of recruitment prescribed
- (i) % Direct Recruitment : Not applicable
- (ii) % Promotion : **100% by promotion**
75% - Seniority-cum-Fitness
25% - Merit-cum-Fitness

3. **Grade or post from which promotion is to be made**

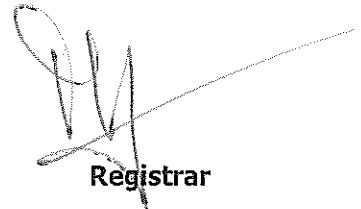
Designation	Classification	Scale of pay	Promotion Policy	Service prescribed for eligibility for promotion to the post of Section Officer
Senior Assistant	Group - B	Pay Level - 6 (Rs.35,400-1,12,400)	75% - SCF	75% on the basis of Seniority-cum-Fitness (SCF) from the cadre of Senior Assistant who have put in five (5) years of regular service in the grade.
			25% - MCF	25% on the basis of Merit-cum-Fitness (MCF) 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.

4. **Seniority List**

- (a) Whether a seniority list has been enclosed : Yes
- (b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list. : Yes
- (c) Whether the list, before finalization was circulated to all concerned. : Yes
- (d) Whether there is any officer whose seniority has not been finalized. If so give details. : No

- (e) Whether the seniority list has been duly authenticated by an Officer. : Yes
5. **Integrity Certificate** : No.
Whether there are any Officers against whom Vigilance Proceedings are either pending or contemplated, if so please indicate their names.
6. **Self-contained note for the DPC** : Yes
Whether a self-contained note for the DPC, explaining the proposals for promotion has been enclosed

Date: 23-12-2020



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Self-contained note for the DPC for the post of Section Officer

1. There are two (02) vacancies in the grade of Section Officer. As per UoH Non-Teaching Recruitment and Promotion Norms – 2017, these two (02) vacancies are to be filled by promotion under Seniority-cum-Fitness and Merit-cum-Fitness category and the service prescribed for eligibility for promotion is as detailed below.

- (i) 75% on the basis of Seniority-cum-Fitness (SCF) from the cadre of Senior Assistants who have put in five (05) years of regular service.
- (ii) 25% on the basis of Merit-cum-Fitness (MCF) 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.

2. Year-wise break-up of the number of regular vacancies is as detailed below:

Year	No. of vacancies
2020	02

3. Cause of the vacancies are given below:

Sl. No.	Name of the Employee & ID. No.	Cause of vacancy	Date on which the post fell vacant
1.	Sri V.V.R. Parameshwar, Section Officer, ID. No. 749.	Retired on 29-02-2020	01-03-2020
2.	Sri B. Satyanarayana, Section Officer, ID. No. 827.	Expired on 06-06-2020	07-06-2020

4. **As per Reservation Roster, the above (2) vacancies are to be filled with the following categories:**

No. of vacancies	Category	
	SCF	MCF
02	1-SC	1-UR

Date: 23-12-2020

Registrar

Eligibility list of employees for promotion to the post of Section Officer under Seniority-cum-Fitness category against one (1-SC) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Sr. Asst.	Mode of appointment	Category under which appointment made
1.	1179	B. Avinash	12-06-1971	SC	S.S.C.	30-11-1991	01-07-2014	SCF	SC

Eligibility criteria prescribed for promotion as per Senior Assistants, who have put in five (05) years of regular service in the grade.
R.R. under SCF (75%)



Registrar

Date: 23-12-2020

Eligibility list of employees for promotion to the post of Section Officer under Merit-cum-Fitness category against one (1-UR) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Sr. Asst.	Mode of appointment	Category under which appointment made
1.	1162	Sri B.V. Krishna Murthy	23-06-1963	UR	B.Sc.	21-06-1991	26-06-2013	MCF	UR
2.	1182	Sri K. Bhaskar	05-06-1969	UR	B.Sc.	19-08-1991	01-07-2014	MCF	UR
3.	1807	B. Bikshapathi Naik	13-07-1980	ST	MCJ	15-11-2007	21-05-2016	MCF	ST

Eligibility criteria prescribed for promotion as per R.R. under MCF (25%)

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.

Date: 23-12-2020


Registrar



Schedule- 1

हैदराबाद विश्वविद्यालय
University of Hyderabad
Recruitment Rules of Non-Teaching Staff, 2017

Cadre: Ministerial Cadre

Post: Section Officer

1.	Name of the Post	Section Officer
2.	Number of Posts	As per the sanctioned strength
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4600/-
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruitment	Not Applicable
7.	Educational and Other qualifications required for direct requirement as per UGC regulations	Not Applicable
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of the promoted.	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100 % by promotion, failing which by deputation. (i) 75% on Seniority-cum-Fitness (SCF) basis (ii) 25% on Merit-cum-Fitness (MCF) basis
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	By Promotion - 75% SCF & 25% MCF (i) 75% by promotion according to seniority-cum-fitness (SCF) from the cadre of Senior Assistants who have put in six (6) years of regular service in the grade. (ii) 25% by promotion on the basis of seniority from amongst Senior Assistants who have put in four (4) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose. Deputation : 10% of the total vacancies shall be filled through deputation at the discretion of the university preferably to meet the special requirement of the university Accounts Sections, Administration etc. Officers holding analogous posts on regular basis or with six (6) years of regular service in Pay Band - 2 of Rs.9300-34800/- with Grade Pay of Rs.4200/- or equivalent from the Central / State Government, Universities and other autonomous bodies.
12.	Composition of Departmental Promotion Committee (DPC) or Selection Committee	Group 'B' Departmental Promotion Committee as per University Statutes/ Ordinances /Regulations



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University of Hyderabad

Office of the Registrar
Establishment-II

No. UH RG Estt.-II/ 2017/2254


December 18, 2017

CORRIGENDUM

In partial modification to the notification No. UH P-II B-9 RR 2017 174 dated 01.05.2017 on the Recruitment Rules & Promotion Policy in so far as the post of Section Officer in the University of Hyderabad is concerned, the provisions of Schedule-I, Sl. no.11 on Page No. 26, may be read as under as a part & parcel of the notification

Policy as Notified	Policy be read as
<ul style="list-style-type: none">• 75% by promotion according to seniority-cum-fitness (SCF) from the cadre of Senior Assistants who have put in 6 years regular service in the grade.• 25% by promotion on the basis of seniority from amongst Senior Assistants who have put in four (4) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.	<ul style="list-style-type: none">• 75% by promotion on the basis of Seniority-cum-Fitness (SCF) from the cadre of Senior Assistants who have put in 6 years regular service in the grade.• 25% by promotion on the basis of Merit-cum-Fitness (MCF) by the Limited Departmental Competitive Examination (LDCE) from the cadre of Senior Assistants who have put in 4 years regular service in the grade.

This issues with the prior approval of the competent authority.


(P. Sardar Singh)
REGISTRAR

To
All Concerned
The Webmaster... with a request to upload the same on the University website.



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UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section - II

No. UH/Estt.-II/B1/2018/1566

Date: 23.08.2018

NOTIFICATION

Sub: Amendment to the Recruitment Rules for the post of Section Officer – Reduction of the qualifying service for promotion - Reg.

Ref: 1) Recruitment Rules notified vide Notification No.UH/P-II/B9/RR/2017/174
Dt. 01.05.2017.

2) Corrigendum Notification No.UH/RG/Estt.-II/2017/9296 Dt. 18-12-2017.

3) DoPT Office Memorandum No.1017/61/2008-Estt. (RR) Dt.24.03.2009.

4) Vice – Chancellor's order dt. 2308.2018.

In continuation to the corrigendum notification 2nd cited and in terms of the provisions of the DoPT Office Memorandum 3rd cited, the qualifying service prescribed in Column 11 (i) of the Recruitment Rules for promotion to the post of Section Officer under Seniority – cum – Fitness (SCF) from the cadre of Senior Assistant stands reduced from 06 years to 05 years of regular service in the grade, subject to approval of the Executive Council.

The amendment to the Recruitment Rules shall take effect from the date of issue of this Notification, subject to the approval of the Executive Council.


(P. Sardar Singh)
REGISTRAR

To
All the concerned.

Webmaster - with a request to upload the notification on the University website.



UNIVERSITY OF HYDERABAD

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Office of the Registrar
Establishment Section-II
Date: 08-09-2020

No. UH/Estt.-II/B1/2020/1137

NOTIFICATION

Sub: Final Seniority list of **SENIOR ASSISTANTS** as on 01-01-2020 – Reg.
Ref: Registrar's order dated 03.09.2020

The Final seniority list of **SENIOR ASSISTANTS** in the University of Hyderabad as on 01-01-2020 is given below:

Sl. No.	Id. No.	Name of the Employee	Date of birth	Category by birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
1.	1162	Sri B.V. Krishna Murthy	23-06-1963	UR	21-06-1991	26-06-2013	MCF	UR
2.	744	Sri D.S.R. Murthy	14-07-1962	UR	07-06-1986	30-11-2013	SCF	UR
3.	1165	Sri P. Hanumanth Srinivas	30-08-1963	UR	28-06-1991	28-06-2014	MCF	UR
4.	750	Sri D. Sridhar	26-01-1963	UR	07-06-1986	01-07-2014	SCF	UR
5.	1182	Sri K. Bhaskar	05-06-1969	UR	19-08-1991	01-07-2014	MCF	UR
6.	1779	Sri B. Avinash	12-06-1971	SC	30-11-1991	01-07-2014	SCF	SC
7.	1159	Smt. V.K. Rajini	30-07-1968	UR	18-06-1991	01-07-2015	SCF	UR
8.	1807	Sri B. B. Shapathi Naik	13-07-1980	ST	15-11-2007	21-05-2016	MCF	ST
9.	856	Smt. K. P. S. Sudha Sundar	20-04-1964	UR	29-04-1987	01-03-2017	SCF	UR
10.	1783	Sri K. Vijay Kumar Yadav	26-08-1980	OBC	08-10-2007	01-03-2017	MCF	UR
11.	1154	Sri Y.V. Satyanarayana	30-06-1964	UR	25-05-1991	21-06-2018	SCF	UR
12.	2160	Smt. K.V. Sri Vidya	11-05-1990	OBC	29-08-2018	29-08-2018	Direct	OBC
13.	1160	Sri G. Rajendra Prasad	25-05-1968	UR	18-06-1991	26-10-2018	SCF	UR
14.	1325	Sri J. Anand	08-02-1968	UR	12-05-1998	26-10-2018	SCF	UR
15.	1158	Sri N. Anand	01-07-1966	UR	18-06-1991	26-10-2018	SCF	UR

...2/..

The final seniority list of **SENIOR ASSISTANTS** in the University of Hyderabad as on 01-01-2020 is given below:

Sl. No.	ID. No.	Name of the Employee & ID. No.	Date of birth	Category by birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
16.	931	Sri S.V.S. Subrahmanyam	10-06-1963	UR	15-07-1988	01-12-2018	SCF	UR
17.	969	Smt. Y. Lakshmi	28-01-1962	UR	13-12-1988	01-12-2018	SCF	UR
18.	601	Sri V. Adinarayana	01-09-1962	UR	16-10-1985	29-07-2019	SCF	UR
19.	1164	Sri P.V.L. Narasimha Rao	20-07-1967	UR	26-06-1991	29-07-2019	SCF	UR
20.	1170	Sri T. Bharat Bhushan	26-01-1968	SC	17-07-1991	29-07-2019	SCF	UR
21.	1175	Sri N. Satya Sai	24-04-1962	UR	24-07-1991	29-07-2019	SCF	UR
22.	953	Sri A. Kondaiah	05-09-1963	SC	05-09-1988	29-07-2019	SCF	UR
23.	706	Sri Bheem Singh	05-04-1963	ST	24-03-1986	29-07-2019	SCF	UR
24.	925	Sri J. Niranjan Reddy	01-07-1965	UR	10-06-1988	29-07-2019	SCF	UR
25.	1769	Sri J. Ranjeet	17-10-1979	ST	29-09-2007	29-07-2019	SCF	ST
26.	1694	Smt. G. Ameliyamma	06-12-1962	SC	17-08-2001	29-07-2019	SCF	SC
27.	1805	Sri V.R. Prasad Konakanchi	10-06-1977	UR-PH	14-11-2007	29-07-2019	MCF	UR
28.	1808	Sri T. Suresh	08-08-1981	UR	16-11-2007	29-07-2019	MCF	UR
29.	1810	Sri Y. Venkata Rao	17-07-1976	OBC	22-11-2007	29-07-2019	MCF	UR

[Signature]
19/9/20
Assistant Registrar I/c.
(Establishment-II)

To
All the concerned

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**AGENDA FOR DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO
THE POST OF SENIOR ASSISTANT SCHEDULED ON 30-12-2020**

The University has notified three (03) vacant posts of Senior Assistant in the Pay Scale of Rs.35,400-1,12,400 (Pay Level:6) (including two anticipated vacancies that may arise due to promotion of two incumbents in the cadre and one unfilled carried forward MCF vacancy) to be filled by promotion one (01) under Seniority-cum-Fitness and two (02) under Merit-cum-Fitness category through the Departmental Promotion Committee from the cadre of Office Assistants working in the University.

2. A copy of the Recruitment Rules along with the minimum eligibility criteria is annexed at Annexure –I.
3. The Seniority List of Office Assistants working in the University is placed at Annexure-II.
4. The results of the Written Test to consider filling up of two (02) vacancies under Merit-cum-Fitness category shall be placed before the Committee.
5. The Annual Performance Appraisal Reports (APARs) of preceding five years of Office Assistants shall be placed before the Committee.
6. The above documents are placed before the Departmental Promotion Committee to recommend a panel of eligible candidates to be promoted to the post of **Senior Assistant** in the pay scale of Rs.35,400-1,12,400 (Pay Level:6).

Date: 23-12-2020



Registrar



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1. Grade or Post to which promotion is to be made : Senior Assistant

Designation	Classification	Scale of Pay
(1)	(2)	(3)
Senior Assistant	Group-B	Pay Level:6 (Rs.35,400 – 1,12,400)

2. Recruitment Rules for the grade / post :
- (a) Date on which the Recruitment Rules were approved in the University : 01-05-2017
- (b) Method of recruitment prescribed :
- (i) % Direct Recruitment : 25% - Direct Recruitment
- (ii) % Promotion : 75% by promotion
 50% - Seniority-cum-Fitness
 25% - Merit-cum-Fitness

3. Grade or post from which promotion is to be made

Designation	Classification	Scale of pay	Promotion Policy	Service prescribed for eligibility for promotion to the post of Senior Assistant
Office Assistant	Group - C	Pay Level - 4 (Rs.25,500-81,100)	50% - SCF	50% on the basis of Seniority-cum-Fitness (SCF) from amongst Office Assistants/ Upper Divisional Clerks (UDC) who have put in five (05) years of regular service in the grade.
			25% - MCF	25% 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.

4. Seniority List

- (a) Whether a seniority list has been enclosed : Yes
- (b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list. : Yes
- (c) Whether the list, before finalization was circulated to all concerned. : Yes
- (d) Whether there is any officer whose seniority has not been finalized. If so give details. : No

- (e) Whether the seniority list has been duly authenticated by an Officer. : Yes
5. **Integrity Certificate** : No.
Whether there are any Officers against whom Vigilance Proceedings are either pending or contemplated, if so please indicate their names.
6. **Self-contained note for the DPC** : Yes
Whether a self-contained note for the DPC, explaining the proposals for promotion has been enclosed

Date: 23-12-2020


Registrar



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Self-contained note for the DPC for the post of Senior Assistant

1. There will be three (3) vacancies in the grade of Senior Assistant including two (2) anticipated vacancies on account of promotion of two incumbent Senior Assistants. As per UoH Non-Teaching Recruitment and Promotion Norms – 2017, these three (3) vacancies are to be filled by promotion under Seniority-cum-Fitness and Merit-cum-Fitness category and the service prescribed for eligibility for promotion is as detailed below.

- (i) 50% on the basis of seniority-cum-fitness (SCF) from amongst Office Assistants/ Upper Divisional Clerks (UDC) who have put in five (05) years of regular service in the grade.
- (ii) 25% on the basis of Limited Departmental Competitive Exam (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.

2. Year-wise break-up of the number of regular vacancies is as detailed below:

Year	No. of vacancies	Remarks
2019	01	In the previous DPC held on 29-07-2019, one (1-UR) vacancy under MCF category could not be filled due to non-availability of qualified candidate.
2020	03	Out of three (3) vacancies, one vacancy earmarked for direct recruitment. Hence, two (2) vacancies considered for filling through DPC.

3. Cause of the vacancies are given below:

Sl. No.	Name of the Employee & ID. No.	Cause of vacancy	Date on which the post fell vacant
1.	Sri K.D.V. Prasad, Sr. Assistant, ID. No. 751.	Retired on 31-12-2019	01-01-2020
2.	Two consequential vacancies shall arise subject to filling up of Section Officer posts in the ensuing DPC.		

4. As per Reservation Roster, the (03) vacancies are to be filled with the following categories:

No. of vacancies	Category	
	SCF	MCF
03	1-SC	1-UR (Backlog) 1-UR

Date: 23-12-2020

Registrar

Eligibility list of employees for promotion to the post of Senior Assistant under Seniority-cum-Fitness category against one (1-SC) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Office Asst.	Mode of appointment	Category under which appointment made
1.	917	Sri K. Sudarshanam	05-10-1963	SC	B.Com.	26-05-1988	02-07-2012	SCF	SC
2.	1316	P. Ramchander	17-12-1965	SC	S.S.C.	03-04-1998	30-11-2013	SCF	SC
3.	1474	B. Shankaraiah	13-06-1972	SC	S.S.C.	01-07-2002	30-11-2013	SCF	SC
4.	1442	K. Arjun	10-02-1969	SC	S.S.C.	01-07-2002	30-11-2013	SCF	SC

Eligibility criteria prescribed for promotion as per R.R. under SCF (50%) From amongst Office Assistants, who have put in five (05) years of regular service in the grade.



Date: 23-12-2020


Registrar

Eligibility list of employees for promotion to the post of Senior Assistant under Merit-cum-Fitness category against two (2-UR) vacancies

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Office Asst.	Mode of appointment	Category under which appointment made
1.	1416	Ch. Vigneshwara Rao	19-03-1976	OBC	B.Com.	10-12-2001	30-11-2013	SCF	UR
2.	952	B. Venkateshwara Rao	20-05-1965	UR	B.A.	05-09-1988	30-11-2013	SCF	UR
3.	1053	Syed Zilani Basha	01-06-1964	UR	B.A.	27-11-1989	30-11-2013	SCF	UR
4.	1787	S. Thirupathi	15-10-1980	OBC	M.A.	15-10-2007	30-11-2013	MCF	UR
5.	1054	P.M. Basha	16-06-1962	UR	M.A.	27-11-1989	28-06-2014	SCF	UR
6.	1060	T. Paramatma	10-02-1970	UR	B.A.	27-11-1989	28-06-2014	SCF	UR
7.	1777	S.P. Pavan Kumar	01-05-1980	UR	M.Com.	05-10-2007	28-06-2014	MCF	UR
8.	1541	S. Bhaskar Rao	30-09-1971	UR	M.A.	01-07-2002	21-05-2016	MCF	UR
9.	1968	Smt. A. Divya Jyothi	02-04-1973	UR	B.Com.	28-09-2011	21-05-2016	MCF	UR
10.	1691	K. Arun Kumar	28-01-1978	SC	M.B.A.	03-10-2006	01-09-2016	SCF	SC
11.	1701	K. Ravi Rathna Kiran	13-07-1982	UR	B.A.	02-01-2007	01-09-2016	MCF	UR
12.	1786	B. Mohan	25-04-1981	OBC	M.A.	12-10-2007	01-03-2017	SCF	UR
13.	1684	R. Bal Naik	16-07-1974	ST	M.A.	07-09-2006	01-03-2017	SCF	ST

Eligibility criteria prescribed for promotion as per R.R. under MCF (25%) On the basis of Limited Departmental Competitive Exam (LDCE) from amongst Office Assistants who possess a University Degree from a recognized institution and have put in three (3) years of regular service in the grade.

Date: 23-12-2020


Registrar



हैदराबाद विश्वविद्यालय

University of Hyderabad

Recruitment Rules of Non-Teaching Staff, 2017

Cadre: Ministerial

Schedule- 2

Post: Senior Assistant

1.	Name of the Post	Senior Assistant
2.	Number of Posts	As per the sanctioned strength
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	PB-2 of Rs.9300- 34800/- with Grade Pay of Rs.4200/-
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruitment	40 years
7.	Educational and Other qualifications required for direct requirement as per UGC regulations	<p><u>Essential Qualifications</u></p> <p>(i) Graduation in any discipline from a recognized university.</p> <p align="center">Plus</p> <p>(ii) Three (3) years of post-qualification experience in drafting, noting, correspondence in general administration / finance & accounts at the level of Office Assistant/ Upper Divisional Clerk (UDC) or equivalent in Pay Band -1 (Rs.5200-20200/-) with Grade Pay of Rs.2400/- or equivalent Central / State Government / Autonomous Organizations / Universities / Public Sector Undertakings & Reputed Organizations.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of the promotees.	No
9.	Period of Probation, if any	2 years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>(i) 75% by Promotion (50% SCF, 25% MCF) failing which by deputation.</p> <p>(ii) 25% by direct recruitment, failing which by deputation.</p>
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	<p><u>By Promotion -50% SCF & 25% MCF</u></p> <p>(i) 50% on the basis of seniority-cum-fitness (SCF) from amongst Office Assistants / Upper Divisional Clerks (UDC) who have put in five (5) years of regular service in the grade.</p> <p>(ii) 25% 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.</p>



(P. Gerdar Singh)
 Registrar
 University of Hyderabad
 Hyderabad-500046



UNIVERSITY OF HYDERABAD

हैदराबाद विश्वविद्यालय

Office of the Registrar
Establishment Section -II

Date: 08-09-2020

No. UH/E-II/B1/2020/1435

NOTIFICATION

Sub: Final Seniority List of **OFFICE ASSISTANTS** as on 01-01-2020 – Reg.
Ref: Registrar's orders dated 03-09-2020

The final seniority list of **OFFICE ASSISTANTS** in the University as on 01-01-2020 is given below:

Sl. No.	I.D. No.	Name of the Employee	Date of birth	Category by birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
01.	1031	Sri M. Vijaya Lakshmi	16-09-1960	UR	27-11-1989	01-08-2011	SCF	UR - Retire
02.	1032	Smt. Y. Syamala Subbalakshmi	26-08-1965	UR	27-11-1989	01-08-2011	SCF	UR
03.	1534	Sri B. Padmanabha Rao	01-09-1971	BC	01-07-2002	01-08-2011	SCF	PWD-VH
04.	917	Sri K. Sudarshanam	05-10-1963	SC	26-05-1988	02-07-2012	SCF	SC
05.	1355	Smt. M. Rajamathi	14-06-1964	UR	17-02-1997	01-02-2013	SCF	UR
06.	1221	Smt. Ather Farzana	27-03-1963	UR	27-06-1991	26-06-2013	SCF	UR
07.	520	Sri K. Yadagiri	13-01-1963	UR	25-10-1984	30-11-2013	SCF	UR
08.	1416	Sri C. Vigneswara Rao	19-03-1976	OBC	10-12-2001	30-11-2013	SCF	UR
09.	1419	Smt. V. Sudha	04-05-1981	UR	09-08-2000	30-11-2013	MCF	UR
10.	595	Sri D. Narasaiah	03-04-1962	BC	09-10-1985	30-11-2013	SCF	UR
11.	678	Sri M. Jagadish	12-10-1962	UR	24-03-1986	30-11-2013	SCF	UR
12.	951	Sri C. Prakash	03-04-1965	UR	05-09-1988	30-11-2013	SCF	UR
13.	952	Sri B. Venkateswara Rao	20-05-1965	UR	05-09-1988	30-11-2013	SCF	UR
14.	1053	Sri Syed Zilani Basha	01-06-1964	UR	27-11-1989	30-11-2013	SCF	UR
15.	1316	Sri P. Ramchander	17-12-1965	SC	03-04-1998	30-11-2013	SCF	SC
16.	1474	Sri B. Shankaraiah	13-06-1972	SC	01-07-2002	30-11-2013	SCF	SC
17.	1787	Sri S. Thirupathi	15-10-1980	OBC	15-10-2007	30-11-2013	MCF	UR
18.	1635	Sri G. Bhojaiah	06-05-1973	UR	01-07-2002	30-11-2013	MCF	UR
19.	1442	Sri K. Arjun	10-02-1969	SC	01-07-2002	30-11-2013	SCF	SC
20.	1054	Sri P.M. Basha	16-06-1962	BC	27-11-1989	28-06-2014	SCF	UR
21.	1056	Sri A. Sailu	02-01-1964	UR	27-11-1989	28-06-2014	SCF	UR
22.	1060	Sri T. Paramatma	10-02-1970	BC	27-11-1989	28-06-2014	SCF	UR
23.	1539	Sri D. Balaraju	15-07-1969	BC	01-07-2002	28-06-2014	MCF	UR
24.	1777	Sri S.P. Pavan Kumar	01-05-1980	UR	05-10-2007	28-06-2014	MCF	UR
25.	1127	Sri Md. Ayub Mohiuddin	16-06-1961	BC	05-01-1991	01-07-2014	SCF	UR
26.	592	Sri K. Raja Rathnam Rao	04-06-1965	UR	08-10-1985	01-01-2015	SCF	UR
27.	1172	Sri K. Satish Kumar	20-07-1967	UR	20-07-1991	01-01-2015	SCF	UR
28.	1773	Smt. Lakshmi Padmaja	30-07-1988	OBC	01-10-2007	05-01-2015	MCF	UR
29.	948	Sri S.K.D. Vali (Retired on 31.08.2020)	27-08-1960	UR	27-08-1988	21-05-2016	SCF	UR
30.	1541	Sri S. Bhaskar Rao	30-09-1971	UR	01-07-2002	21-05-2016	MCF	UR

.. 2/..

:: 2 ::

The final seniority list of **OFFICE ASSISTANTS** in the University as on 01-01-2020 is given below:

Sl. No.	I.D. No.	Name of the Employee	Date of birth	Category by birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
31.	1968	Smt. A. Divya Jyothi	02-04-1973	UR	28-09-2011	21-05-2016	MCF	UR
32.	1481	Smt. M. Vijaya Lakshmi	20-01-1961	BC	01-07-2002	01-09-2016	SCF	UR
33.	1412	Sri M. Srinivas	22-06-1983	OBC	13-08-2001	01-09-2016	SCF	UR
34.	1604	Sri R. Bhaskar	30-11-1984	ST	14-02-2005	01-09-2016	SCF	ST
35.	1691	Sri K. Arun Kumar	28-01-1978	SC	03-10-2006	01-09-2016	SCF	SC
36.	1701	Sri K. Ravi Rathna Kiran	13-07-1982	BC	02-01-2007	01-09-2016	MCF	UR
37.	1802	Sri P. Kanakaiah	18-08-1968	SC	13-07-2007	01-09-2016	SCF	SC
38.	1437	Sri P. Veeresham	11-06-1969	UR	01-07-2002	01-03-2017	SCF	UR
39.	1786	Sri B. Mohan	25-04-1981	OBC	12-10-2007	01-03-2017	SCF	UR
40.	1051	Sri K. Venkateshwara Rao	22-12-1961	UR	27-11-1989	01-03-2017	SCF	UR
41.	1059	Sri Syed Minnallah	01-06-1966	UR	27-11-1989	01-03-2017	SCF	UR
42.	1055	Sri B. Rambabu	15-10-1964	SC	27-11-1989	01-03-2017	SCF	SC
43.	1659	Sri A. Ravi	27-07-1986	BC	07-07-2006	01-03-2017	MCF	UR
44.	1677	Sri B. Narasimha	25-06-1977	ST	01-09-2006	01-03-2017	SCF	ST
45.	1684	Sri R. Balnaik	16-07-1974	ST	07-09-2006	01-03-2017	SCF	ST
46.	1052	Sri B. Veer Kumar	18-12-1965	UR	27-11-1989	29-01-2018	SCF	UR
47.	1202	Smt. T. Manjulavani	10-02-1965	UR	01-01-1992	29-01-2018	SCF	UR
48.	1205	Sri S.V.L. Prasad	26-08-1969	UR	19-07-1992	29-01-2018	SCF	UR
49.	1812	Sri P. Ramakrishna	26-04-1976	SC	30-11-2013	29-01-2018	MCF	SC
50.	677	Sri T. Mallesh	08-03-1967	UR	24-03-1986	30-11-2018	SCF	UR
51.	1423	Sri R. Jangaiah	23-03-1971	BC	01-07-2002	30-11-2018	SCF	UR
52.	1877	Sri M. Ramesh	13-04-1961	OBC	01-07-2009	30-11-2018	SCF	UR
53.	1965	Smt. Jayanthi Chenda	02-06-1968	UR	23-09-2011	30-11-2018	MCF	UR
54.	1825	Sri Azghar Khan	07-06-1980	UR	28-07-2008	30-11-2018	MCF	UR
55.	1653	Sri K. Balaji Ram Babu	27-05-1980	BC	07-07-2006	30-11-2018	MCF	UR
56.	1625	Sri M. Chandra Kumar	15-05-1979	UR	01-12-2005	30-11-2018	MCF	UR
57.	1061	Sri A. Madhusudhan	31-08-1966	UR	27-11-1989	26-09-2019	SCF	UR
58.	1068	Sri K. Kamalakara	01-04-1962	SC	27-11-1989	26-09-2019	SCF	UR
59.	1749	Smt. P. Sandhya Rani	14-05-1982	BC	25-06-2007	26-09-2019	SCF	UR
60.	1499	Sri K. Mohanaiah	02-02-1963	BC	01-07-2002	26-09-2019	SCF	UR
61.	1438	Sri G. Shaker Babu	12-08-1962	BC	01-07-2002	26-09-2019	SCF	UR
62.	1570	Sri D. Suresh	05-08-1983	SC	07-09-2004	26-09-2019	SCF	UR
63.	1609	Sri N. Ashok	14-10-1983	SC	14-02-2005	26-09-2019	SCF	UR
64.	1629	Sri G. Srikanth	09-04-1976	BC	01-07-2002	26-09-2019	SCF	UR
65.	1680	Sri Sura Lavudi	16-03-1979	ST	02-09-2006	26-09-2019	SCF	UR
66.	1314	Sri J. Ashok	07-07-1971	SC	01-04-1998	26-09-2019	SCF	UR
67.	2062	Sri Mohammed Rahmath Khan	25-04-1995	UR	30-08-2016	26-09-2019	MCF	UR
68.	2063	Ms. A. Meenakshi	15-02-1993	OBC	01-09-2016	26-09-2019	MCF	UR


Assistant Registrar I/c.
(Establishment-II)

To
All the concerned

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UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India

Phone: +91-040-23132117

Office of the Registrar,

Fax: +91-040-23011089

Establishment Section-II

**AGENDA FOR DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO
THE POST OF PRIVATE SECRETARY SCHEDULED ON 30-12-2020**

The University has notified three (03) vacant posts of Private Secretary in the Pay Scale of Rs.44,900-1,42,400 (Pay Level:7) to be filled by promotion two (02) under Seniority-cum-Fitness and one (01) under Merit-cum-Fitness category through the Departmental Promotion Committee from the cadre of Personal Assistants working in the University.

2. A copy of the Recruitment Rules along with the minimum eligibility conditions is annexed at Annexure –I.
3. The Seniority List of Personal Assistants working in the University is placed at Annexure-II.
4. The results of the Skill Test to consider filling up of one (01-UR) vacancy under Merit-cum-Fitness category shall be placed before the Committee.
5. The Annual Performance Appraisal Reports (APARs) of preceding five years of Personal Assistants shall be placed before the Committee.
6. The above documents are placed before the Departmental Promotion Committee to recommend a panel of eligible candidates to be promoted to the post of **Private Secretary** in the pay scale of Rs.44,900-1,42,400 (Pay Level:7).

Date: 23-12-2020

Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
 Phone: +91-040-23132117 Office of the Registrar,
 Fax: +91-040-23011089 Establishment Section-II

1. **Grade or Post to which promotion is to be made** : **Private Secretary**

Designation	Classification	Scale of Pay
(1)	(2)	(3)
Private Secretary	Group – B	Pay Level:7 (Rs.44,900 – 1,42,400)

2. **Recruitment Rules for the grade / post** :
- (a) Date on which the Recruitment Rules were approved in the University : 01-05-2017;
- (b) Method of recruitment prescribed
- (i) % Direct Recruitment : Not applicable
- (ii) % Promotion : **100% by promotion**
 75% - Seniority-cum-Fitness
 25% - Merit-cum-Fitness

3. **Grade or post from which promotion is to be made**

Designation	Classification	Scale of pay	Promotion Policy	Service prescribed for eligibility for promotion to the post of Private Secretary
Personal Assistant	Group - B	Pay Level - 6 (Rs.35,400-1,12,400)	75% - SCF	75% on the basis of Seniority-cum-Fitness (SCF) from amongst Personal Assistants who have put in six (6) years of regular service in the grade.
			25% - MCF	25% by promotion on the basis of seniority from amongst Personal Assistants who have put in four (4) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

4. **Seniority List**

- (a) Whether a seniority list has been enclosed : Yes
- (b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list. : Yes
- (c) Whether the list, before finalization was circulated to all concerned. : Yes
- (d) Whether there is any officer whose seniority has not been finalized. If so give details. : No
- (e) Whether the seniority list has been duly authenticated by an Officer. : Yes

5. **Integrity Certificate** : No.
Whether there are any Officers against whom Vigilance Proceedings are either pending or contemplated, if so please indicate their names.
6. **Self-contained note for the DPC** : Yes
Whether a self-contained note for the DPC, explaining the proposals for promotion has been enclosed

Date: 23-12-2020



Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
Phone: +91-040-23132117 Office of the Registrar,
Fax: +91-040-23011089 Establishment Section-II

Self-contained note for the DPC for the post of Private Secretary

1. There are three (03) vacancies in the grade of Private Secretary. As per UoH Non-Teaching Recruitment and Promotion Norms – 2017, these three (03) vacancies are to be filled by promotion under Seniority-cum-Fitness and Merit-cum-Fitness category and the service prescribed for eligibility for promotion is as detailed below.

- (i) 75% on the basis of seniority-cum-fitness (SCF) and from amongst Personal Assistants who have put in six (06) years of regular service in the grade.
- (ii) 25% by promotion on the basis of seniority from amongst Personal Assistants who have put in four (4) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

2. Year-wise break-up of the number of regular vacancies is as detailed below:

Year	No. of vacancies
2020	03

3. Cause of the vacancies are given below:

Sl. No.	Name of the Employee & ID. No.	Cause of vacancy	Date on which the post fell vacant
1.	Sri T. Mohan Rao, Pvt. Secretary, ID. No. 738	Retired on 31-12-2019	01-01-2020
2.	Sri N. Vijay Ram Bhushan, ID. No. 736	Retired on 30-04-2020	01-05-2020
3.	Sri R. Nagarajan, Pvt. Secretary, ID. No. 1208	Retired on 30-04-2020	01-05-2020

4. As per Reservation Roster, these (3) vacancies are to be filled with the following categories:

No. of vacancies	Category	
	SCF	MCF
03	2-UR	1-UR

Date: 23-12-2020

Registrar

Eligibility list of employees for promotion to the post of Private Secretary under Seniority-cum-Fitness category against two (2-UR) vacancies

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Personal Asst.	Mode of appointment	Category under which appointment made
1.	1153	M.V.S.V.S. Suryanarayana	01-08-1965	UR	B.Com.	25-05-1991	01-07-2006	MCF	UR
2.	1143	V. Madhusudhan	04-10-1969	UR	B.Com.	10-05-1991	25-04-2007	MCF	UR
3.	1161	S.V.S. Narayana Gupta	06-02-1966	UR	B.Com.	20-06-1991	25-01-2010	SCF	UR
4.	1206	T. Prabhavathi	11-10-1969	SC	B.Com.	20-07-1992	24-08-2010	SCF	UR
5.	1210	K. Bhavani Sankara Rao	20-07-1967	UR	B.Com.	29-02-1992	24-08-2010	SCF	UR
6.	1268	Smt. A. Rajya Lakshmi	22-09-1972	SC	M.Com.	07-07-1994	24-08-2010	SCF	UR
7.	1150	D. Vignana Sekhar	15-02-1969	UR	B.Com.	15-05-1991	24-08-2010	SCF	UR
8.	1292	Smt. A. Prasanna Lakshmi	16-09-1974	SC	B.Com.	06-06-1996	18-05-2012	SCF	UR

Eligibility criteria prescribed for promotion as per R.R. under SCF (75%) From amongst Personal Assistants who have put in six (06) years of regular service in the grade.


Registrar

Date: 23-12-2020


Eligibility list of employees for promotion to the post of Private Secretary under Merit-cum-Fitness category against one (1-UR) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of <u>Personal Asst.</u>	Mode of appointment	Category under which appointment made
1.	1898	Ms. Shaik Dilshad	26-04-1981	UR	M.A.	23-04-2010	30-11-2013	MCF	UR

Eligibility criteria prescribed for promotion as per R.R. under MCF (25%)

From amongst Personal Assistants, who have put in four (4) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

Date: 23-12-2020


Registrar



हैदराबाद विश्वविद्यालय


University of Hyderabad
Recruitment Rules of Non-Teaching Staff, 2017

Schedule- 5

Cadre: Secretarial

Post: Private Secretary

1.	Name of the Post	Private Secretary
2.	Number of Posts	As per the sanctioned strength
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4600/-
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruitment	Not Applicable
7.	Educational and Other qualifications required for direct requirement as per UGC regulations	Not Applicable
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation absorption and percentage of the posts to be filled by various methods.	100% by Promotion (i) 75% on Seniority-cum-Fitness (SCF) basis. (ii) 25% on Merit-cum-Fitness (MCF) basis.
11.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	(i) 75% on the basis of seniority-cum-fitness (SCF) from amongst Personal Assistants who have put in six (6) years regular service in the grade. (ii) 25% 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.
12.	Composition of Departmental Promotion Committee (DPC) or Selection Committee	Group 'B' Departmental Promotion Committee as per University Statutes/ Ordinances /Regulations.


B. Sankar Singh
Registrar
University of Hyderabad
Hyderabad - 500 045.





UNIVERSITY OF HYDERABAD

हैदराबाद विश्वविद्यालय

No. UH/Estt.-I/B-1/2020/ 434

Office of the Registrar,
Establishment Section -II

Date: 08-09-2020

NOTIFICATION

Sub:- Final Seniority List of **PERSONAL ASSISTANTS** as on 01-01-2020 - Reg.
Ref:- Registrar's Order Dt. 03.09.2020

The final seniority list of **PERSONAL ASSISTANTS** in the University of Hyderabad as on 01-01-2020 is given below:

Sl. No.	ID. No.	Name of the Employee	Date of birth	Category by birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
1.	1153	M.V.S.V.S. Suryanarayana	01-08-1965	UR	25-05-1991	01-07-2006	MCF	UR
2.	1143	V. Madhusudhan	04-10-1969	UR	10-05-1991	25-04-2007	MCF	UR
3.	1161	S.V.S. Narayana Gupta	06-02-1966	UR	20-06-1991	25-01-2010	SCF	UR
4.	1206	T. Prabhavathi	11-10-1969	SC	20-07-1992	24-08-2010	SCF	UR
5.	1210	K. Bhavani Sankara Rao	20-07-1967	UR	29-02-1992	24-08-2010	SCF	UR
6.	1268	A. Rajya Lakshmi	22-09-1972	SC	07-07-1994	24-08-2010	SCF	UR
7.	1150	D. Vignana Sekhar	15-02-1969	UR	15-05-1991	24-08-2010	SCF	UR
8.	1292	A. Prasanna Lakshmi	16-09-1974	SC	06-06-1996	18-05-2012	SCF	UR
9.	1169	P. Vimal Kumar	23-03-1965	SC	14-03-1989	26-06-2013	SCF	UR
10.	1320	S. Sujatha	10-04-1973	OBC	06-04-1998	26-06-2013	SCF	UR
11.	1898	Shaik Dilshad	26-04-1981	UR	23-04-2010	30-11-2013	MCF	UR

Assistant Registrar I/c.
(Establishment-II)

To
All the concerned

Copy communicated to:



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
Phone: +91-040-23132117 Office of the Registrar,
Fax: +91-040-23011089 Establishment Section-II

**AGENDA FOR DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO
THE POST OF ASSISTANT HORTICULTURIST SCHEDULED ON 30-12-2020**

The University has notified one (01) vacant posts of Assistant Horticulturist in the Pay Scale of Rs.35,400-1,12,400 (Pay Level:6) to be filled by promotion under Seniority-cum-Fitness category through the Departmental Promotion Committee from the cadre of Junior Horticulturist working in the University.

2. A copy of the Recruitment Rules along with the minimum eligibility conditions is annexed at Annexure –I.
3. The Seniority List of Junior Horticulturist working in the University is placed at Annexure-II.
4. The results of the Qualifying Test to consider filling up of one (1) vacancy under Seniority-cum-Fitness category shall be placed before the Committee.
5. The Annual Performance Appraisal Reports (APARs) of preceding five years of Junior Horticulturist shall be placed before the Committee.
6. The above documents are placed before the Departmental Promotion Committee to recommend a panel of eligible candidates to be promoted to the post of **Assistant Horticulturist** in the pay scale of Rs.35,400-1,12,400 (Pay Level:6).

Date: 23-12-2020


Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
 Phone: +91-040-23132117 Office of the Registrar,
 Fax: +91-040-23011089 Establishment Section-II

1. **Grade or Post to which promotion is to be made** : **Assistant Horticulturist**

Designation	Classification	Scale of Pay
(1)	(2)	(3)
Assistant Horticulturist	Group – B	Pay Level:6 (Rs.35,400 – 1,12,400)

2. **Recruitment Rules for the grade / post** :
- (a) Date on which the Recruitment Rules were approved in the University : 01-05-2017
- (b) Method of recruitment prescribed
- (i) % Direct Recruitment : Nil
- (ii) % Promotion : 100% by promotion
100% - Seniority-cum-Fitness

3. **Grade or post from which promotion is to be made**

Designation	Classification	Scale of pay	Promotion Policy	Service prescribed for eligibility for promotion to the post of Assistant Horticulturist
Junior Horticulturist	Group – C	Pay Level - 5 (Rs.29,200-92,300)	100% - SCF	100% on the basis of Seniority-cum-Fitness (SCF) from amongst Junior Horticulturists who have put in five (5) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

4. **Seniority List**

- (a) Whether a seniority list has been enclosed : Yes
- (b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list. : Yes
- (c) Whether the list, before finalization was circulated to all concerned. : Yes
- (d) Whether there is any officer whose seniority has not been finalized. If so give details. : No
- (e) Whether the seniority list has been duly authenticated by an Officer. : Yes

5. **Integrity Certificate** : No.

Whether there are any Officers against whom Vigilance Proceedings are either pending or contemplated, if so please indicate their names.

6. **Self-contained note for the DPC**

: Yes

Whether a self-contained note for the DPC, explaining the proposals for promotion has been enclosed

Date: 23-12-2020



Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
Phone: +91-040-23132117 Office of the Registrar,
Fax: +91-040-23011089 Establishment Section-II

Self-contained note for the DPC for the post of Assistant Horticulturist

1. There is one (1) vacancy in the grade of Assistant Horticulturist. As per UoH Non-Teaching Recruitment and Promotion Norms – 2017, the said one (1) vacancy is to be filled by promotion under Seniority-cum-Fitness category and the service prescribed for eligibility for promotion is as detailed below.

- (i) 100% on the basis of seniority from amongst Junior Horticulturists who have put in five (5) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

2. Year-wise break-up of the number of regular vacancies is as detailed below:

Year	No. of vacancies
2020	01

3. Cause of the vacancy is given below:

Sl. No.	Name of the Employee & ID. No.	Cause of vacancy	Date on which the post fell vacant
1.	Sri C.P. Sharma, Assistant Horticulturist, ID. No. 712	Retired on 31-07-2020	01-08-2020

4. **As per Reservation Roster, the above (1) vacancy is to be filled with the following category:**

No. of vacancies	Category	
	SCF	MCF
01	1-UR	Not applicable

Date: 23-12-2020


Registrar

Eligibility list of employees for promotion to the post of Assistant Horticulturist under Seniority-cum-Fitness category against one (1-UR) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Jr. Horticulturist	Mode of appointment	Category under which appointment made
1.	1900	Sri V.V. Subba Rao	15-08-1985	UR	Intermediate, Diploma in Horticulture.	28-05-2010	28-05-2010	DR	UR

Eligibility criteria prescribed for promotion as per R.R. under SCF (100%)

From amongst Junior Horticulturists, who have put in five (5) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.

Date: 23-12-2020

Registrar



हंदरावाद विश्वविद्यालय

University of Hyderabad
Recruitment Rules of Non-Teaching Staff, 2017

Schedule- 37

Cadre: Horticulture

Post: Assistant Horticulturist

1	Name of Post	Assistant Horticulturist
2	Number of Post(s)	As per sanctioned strength
3	Classification	Group 'B'
4	Scale of Pay	PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4200/-
5	Whether selection or non-selection post	Selection
6	Age Limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	2 years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation absorption and percentage of the posts to be filled by various methods.	100% by promotion through Seniority-cum-Fitness (SCF), failing which by deputation.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Promotion: 100% on the basis of seniority from amongst Junior Horticulturists who have put in five (5) years of regular service in the grade and have qualified in the qualifying test conducted for the purpose.</p> <p>Deputation: Officers holding analogous or equivalent posts with five (5) years regular service in the Pay Scale of PB-1 Rs.5200-20200 and Grade Pay of Rs.2800/- in any University / Autonomous Body / Government Department or Organization / Public Sector Undertaking and possessing a Bachelor's degree in Agriculture / Horticulture / Forestry from a recognised University.</p>
12	Composition of DPC or Selection Committee	Group 'C' Departmental Promotion Committee / Selection Committee for Deputation as per University Statutes / Ordinances / Regulations

(Signature)
P. Sankar Singh
Registrar
University of Hyderabad
011-2619-0445





हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section – II

No.UH/R/E-II/B3/2020/639

Date: 03.11.2020

NOTIFICATION

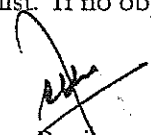
Sub:- Provisional Seniority List of **Junior Horticulturist** as on 01.01.2020 - Reg.

Ref:- Registrar's approval dt. 30.10.2020.

The Provisional seniority list of **Junior Horticulturist in the Pay Matrix Level - 5** in the University of Hyderabad as on **01.01.2020** is given below:

Sl. No.	Id. No.	Name of the Employees	Category by birth	Date of Birth	DOJ in the University	DOJ in the present post	Category under which appointment made	Mode of appointment
1.	1900	Sri. V. V. Subba Rao	UR	15.08.1985	28.05.2010	28.05.2010	UR	Direct

The individuals concerned may go through the list and objections, if any, may be addressed to the undersigned within 15 days from the date of issue of this provisional seniority list. If no objection is received against the seniority as shown above, it shall be taken as final.


Deputy Registrar (E-II)

The Individuals Concerned
(Through Proper Channel)

c.c. to : 1) Personal File
2) Seniority File

3) Master File / E-Service Book
4) Webmaster - with a request to upload on the university website.



UNIVERSITY OF HYDERABAD

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Office of the Registrar,
Establishment Section-II

**AGENDA FOR DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO
THE POST OF ASSISTANT SECURITY OFFICER SCHEDULED ON 30-12-2020**

The University has notified one (01) vacant post of Assistant Security Officer in the Pay Scale of Rs.35,400-1,12,400 (Pay Level:6) to be filled by promotion under Merit-cum-Fitness category through the Departmental Promotion Committee from the cadre of Security Assistants working in the University.

2. A copy of the Recruitment Rules along with the minimum eligibility criteria is annexed at Annexure –I.
3. The Seniority List of Security Assistants working in the University is placed at Annexure-II.
4. The results of the Written Test to consider filling up of one (1) vacancy under Merit-cum-Fitness category shall be placed before the Committee.
5. The Annual Performance Appraisal Reports (APARs) of preceding five years of Security Assistants shall be placed before the Committee.
6. The above documents are placed before the Departmental Promotion Committee to recommend a panel of eligible candidates to be promoted to the post of **Assistant Security Officer** in the pay scale of Rs.35,400-1,12,400 (Pay Level:6).

Date: 23-12-2020


Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India
 Phone: +91-040-23132117 Office of the Registrar,
 Fax: +91-040-23011089 Establishment Section-II

1. **Grade or Post to which promotion is to be made** : **Assistant Security Officer**

Designation	Classification	Scale of Pay
(1)	(2)	(3)
Assistant Security Officer	Group – B	Pay Level:6 (Rs.35,400 – 1,12,400)

2. **Recruitment Rules for the grade / post** :
- (a) Date on which the Recruitment Rules were approved in the University : 01-05-2017
- (b) Method of recruitment prescribed
- (i) % Direct Recruitment : Not applicable
- (ii) % Promotion : **100% by promotion**
 50% - Seniority-cum-Fitness
 50% - Merit-cum-Fitness

3. **Grade or post from which promotion is to be made**

Designation	Classification	Scale of pay	Promotion Policy	Service prescribed for eligibility for promotion to the post of Assistant Security Officer
Security Assistant	Group - C	Pay Level - 4 (Rs.25,500-81,100)	50% - SCF	50% on the basis of Seniority-cum-Fitness (SCF) from amongst Security Assistants who possess a Bachelor's Degree from a recognized University and have put in at least five (5) years of satisfactory service in the grade.
			50% - MCF	50% 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 in at least (3) years of satisfactory service in the grade.

4. **Seniority List**

- (a) Whether a seniority list has been enclosed : Yes
- (b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list. : Yes
- (c) Whether the list, before finalization was circulated to all concerned. : Yes

- (d) Whether there is any officer whose seniority has not been finalized. If so give details. : No
- (e) Whether the seniority list has been duly authenticated by an Officer. : Yes
5. **Integrity Certificate** : No.
Whether there are any Officers against whom Vigilance Proceedings are either pending or contemplated, if so please indicate their names.
6. **Self-contained note for the DPC** : Yes
Whether a self-contained note for the DPC, explaining the proposals for promotion has been enclosed

Date: 23-12-2020



Registrar



UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad – 500 046 (Telangana), India

Phone: +91-040-23132117

Office of the Registrar,

Fax: +91-040-23011089

Establishment Section-II

Self-contained note for the DPC for the post of Assistant Security Officer

- There is one (1) vacancy in the grade of Assistant Security Officer. As per UoH Non-Teaching Recruitment and Promotion Norms – 2017, the said one (1) vacancy is to be filled by promotion under Merit-cum-Fitness category and the service prescribed for eligibility for promotion is as detailed below.

- 50% on the basis of Seniority-cum-Fitness (SCF) from amongst Security Assistants who possess a Bachelor's Degree from a recognized University and have put in at least five (5) years of satisfactory service in the grade.
- 50% 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 in at least (3) years of satisfactory service in the grade.

- Year-wise break-up of the number of regular vacancies is as detailed below:

Year	No. of vacancies	Remarks
2017	01	Sri S. Dalip Singh, Asst. Security Officer, ID. No. 424 retired on 31-10-2017. This vacancy could not be filled due to non-availability of eligible candidates from the cadre of Security Officer. Therefore, this vacancy is carried forwarded.

- Cause of the vacancy is given below:

Sl. No.	Name of the Employee & ID. No.	Cause of vacancy	Date on which the post fell vacant
1.	Sri S. Dalip Singh, Assistant Security Officer, ID. No. 484.	Retired on 31-10-2017	01-11-2017

- As per Reservation Roster, the above (1) vacancy is to be filled with the following category:

No. of vacancies	Category	
	SCF	MCF
01	0	1-UR

Date: 23-12-2020

Registrar

Eligibility list of employees for promotion to the post of Assistant Security Officer under Merit-cum-Fitness category against one (1-UR) vacancy

Sl. No.	ID. No.	Name of the Candidate	Date of Birth	Category	Qualifications	Date of appointment in the University	Date of appointment in the post of Security Asst.	Mode of appointment	Category under which appointment made
1.	1676	Sri K. Dayanand	27-11-1980	SC	B.A.	01-09-2006	01-03-2017	MCF	UR

Eligibility criteria prescribed for promotion as per R.R. under MCF (50%)

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 in at least (3) years of satisfactory service in the grade.

Date: 23-12-2020

Registrar



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Schedule- 47

University of Hyderabad
Recruitment Rules of Non-Teaching Staff, 2017

Cadre: Security Staff

Post: Assistant Security Officer

1	Name of the Post	Assistant Security Officer
2	No. of Posts	As per the Sanctioned strength
3	Classification	Group B
4	Pay Band & Grade Pay	PB-2 of Rs.9300-34800/- with Grade Pay Rs.4200/-
5	Whether Selection Post or Non-Selection Post	Selection
6	Age Limit for Direct Recruitment	40 years
7	Educational and Other qualifications required for direct requirement as per UGC regulations	<p>(i) Graduation in any discipline from a recognized University.</p> <p>Plus</p> <p>(ii) Five (5) years of experience in Police/Para-Military forces/ Armed Forces of the Union and should have held post not below the rank of Security Assistant or equivalent position in PB-1 of 5200-20200 with Grade Pay of Rs.2400/- .</p> <p>Plus</p> <p>(iii) Valid Light Motor Vehicle Driving License.</p> <p>Desirable :</p> <p>(i) Diploma in Security Operations/ Fire Safety and Disaster Management from a University/ Institute/ reputed Organizations.</p> <p>(ii) Experience in handling emergency situations like fire-fighting, Rescue Operations, Crowd Management etc.</p>
8	Whether age & educational qualifications prescribed for direct recruits will apply in the case of the promoted.	<p>Age not applicable</p> <p>Educational Qualifications shall apply</p>
9	Period of Probation, if any	2 Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100 % by Promotion (50% SCF & 50% MCF) failing which by Deputation, failing which by Direct Recruitment.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion :</p> <p>(i) 50% on the basis of Seniority-cum-Fitness from amongst Security Assistants who possess a Bachelor's degree from a recognized university and have put in at least five (5) years of satisfactory service in the grade.</p> <p>(ii) 50% 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.</p>

(P. Sardar Singh)
Registrar
University of Hyderabad
Hyderabad - 500 046.



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section - II

No.UH/R/E-IV/B3/2020/584

Date: 19.10.2020


NOTIFICATION

Sub:- Final Seniority List of Security Assistant as on 01.01.2020 - Reg.

Ref:- Registrar's approval dt. 13.10.2020

The Final seniority list of Security Assistant in the core Pay Level - 4 in the University of Hyderabad as on 01.01.2020 is given below:

SL No	Id. No.	Name of the Employees	Date of Birth	Category by Birth	DOJ in the University	DOJ in the present post	Mode of appointment	Category under which appointment made
1.	687	Sri S. Thukaram	08.08.1961	ST	24.03.1986	01.03.2017	SCF	UR
2.	1676	Sri K. Dayanand	27.11.1980	SC	01.09.2006	01.03.2017	MCF	UR


Deputy Registrar (E-II)

The Individuals Concerned
Through Proper Channel

c.c. to : 1) Personal File
2) Seniority File

3) Master File
4) Webmaster : with a request to upload on the university website

- 43 -
हैदराबाद विश्वविद्यालय
University Of Hyderabad

APPENDIX - I

Reservation & Coordination Cell
November 3, 2020

With reference to the Deputy Registrar, Establishment-II note dated 22-10-2020 the reservation roster points are identified for filling the following proposed Group B Non-teaching vacancies through Departmental Promotion Committee:

1. Section Officer	-	Seniority-cum-Fitness	- 01 No.	- 1-SC	✓
		Merit-cum-Fitness	- 01 No.	- 1-UR	✓
2. Senior Assistant	-	Seniority-cum-Fitness	- 01 No.	- 1-SC	✓
		Merit-cum-Fitness	- 01 No.	- 1-UR	✓
3. Private Secretary	-	Seniority-cum-Fitness	- 02 No.	- 2-UR	✓
		Merit-cum-Fitness	- 01 No.	- 1-UR	✓
4. Computer Operator	-	Seniority-cum-Fitness	- 01 No.	- 1-ST	✓
5. Assistant Engineer - (Civil/Electrical)	-	Seniority-cum-Fitness	- 01 No.	- 1-SC	✓
6. Assistant Horticulturist*-	-	Seniority-cum-Fitness	- 01 No.	- 1-UR	✓
7. Assistant Security Officer-	-	Merit-cum-Fitness	- 01 No.	- 1-UR	✓

***Reservation do not apply to the single cadre post.**

Subject to approval, if approved the file may please be considered to be forward to the SC/ST Liaison Officer for concurrence.

Submitted for approval, please.

[Signature]
13/11/2020
Dealing Assistant

Section Officer (R&CC)

The above proposal is worked out on the basis of the Post based rosters maintained by the Section. Therefore approval may please be considered by forwarding to SC/ST Liaison Officer for his concurrence.

D.R. (RCC) *[Signature]*
04/11/2020

Liaison Officer (SC/ST) :


[Signature]
05/11/2020


[Signature]
03/11/2020
S.D. (RCC)

Dt. 05/11/2020

from prepage:-


The concurrence of the SC/ST Liaison officer has been obtained. Therefore, the file is resubmitted for approval.


 SO(RCC)


 5/11/2020

D.R.(RCC)

The Proposal as on 'X' Prepage for Identification of Reservation Points for the ensuing DPC meeting may be approved if agreed please.


 5/11/2020


CC/5583
 25/11/2020

REGISTRAR'S PESH
 NWD. No. ~~2784~~
 DT: 05.11.2020

~~Registration?~~


~~hc~~
~~Amle~~
 6/11

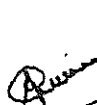




 6/11/2020

16-1602
 6/11/2020

AR(RCC)


 6/11


 11/11/2020
 SO(RCC) Mr. Mohsen


 12/11/2020

REGISTRAR'S PESH
 INWD. No. 2830
 DT: 6/11/2020