



## UNIVERSITY OF HYDERABAD

Office of the Registrar,  
Establishment Section –II.

No: UH/E-II/C1/DPC/2025/ 48

Date: 25-04-2025

### NOTIFICATION

Sub: Inviting applications for promotion to various Non-Teaching (Group-A, B & C) posts under DPC – Notification issued - Reg.

Ref: R&CC Office Note dated 10-03-2025.

1. The suitability of employees in feeder grade for the award of promotion to the vacancies (including anticipated) of Non-Teaching (Group-A, B & C) up to 30-06-2025 shall be considered by the Departmental Promotion Committee for the following cadres:

Sl. No.	Name of the Post	No. of vacancies	Reservation Points
1.	Deputy Registrar	02	UR-2;
2.	Assistant Registrar	01	SC-1;
3.	Section Officer	04	SC-1*; ST-1*; UR-2;
4.	Senior Assistant	07	SC-2*; UR-5#.
5.	Office Assistant	20	SC-7*; ST-1*; PwBD (OH)-1; UR-11;
6.	Junior Office Assistant	05	UR-3 under 10% quota; UR-2 under 5% quota.
7.	Personal Assistant	03	SC-1*; UR-2#.
8.	Professional Assistant	02	SC-1*; ST-1*.
9.	Junior Professional Assistant	04	ST-1; UR-3;
10.	Library Assistant	12	SC-1*; ST-1*; PwBD (VH)-1*; UR-9.
11.	Junior Technical Officer	01	1-UR;
12.	Senior Technician	01	1-UR;
13.	Junior Technician (Electrical/Plumber)	10	SC-2*; ST-1*; UR-7;

\*Backlog vacancy(ies).

#Including anticipated vacancy (ies).

2. A Departmental Test(s)/ Skill Test shall be conducted to assess the suitability of employees for the posts referred to above at Sl. No. 2 to 10 & 13.
3. There is no departmental test/skill test for the posts of Deputy Registrar, Junior Technical Officer, and Senior Technician; hence, employees from the feeder grade need not apply.
4. For the posts of Assistant Registrar and Junior Technician, selection shall be merit-based, and a Departmental Test/Trade Test, respectively, shall be conducted. The minimum qualifying marks for consideration for promotion for the General Category candidates shall be 40%, and for SC/ST/PwBD: 35%.



5. A Departmental test qualifying in nature shall be conducted for the posts of *Section Officer, Junior Office Assistant, and Library Assistant.*
6. *For the posts of Senior Assistant, Office Assistant, Junior Office Assistant, Personal Assistant, Professional Assistant, Junior Professional Assistant, and Library Assistant, qualifying in a typing test/skill test with knowledge of computers shall be the compulsory requirement for a promotion. Thus, a typing test/skill test shall be conducted.*
7. *For the post of Junior Office Assistant (3-UR), i.e., under 10% quota, in addition to the Departmental Test, a Typing Test/Skill Test on computers shall be conducted. Whereas for the 5% quota [UR-2], only a Typing Test/Skill Test shall be conducted.*

Relaxation of Skill/Typing Test shall be governed as per DoPT OM No. F.No. 14020/1 /2014-Estt.(D) dated 22-04-2015 or as amended from time to time. (Copy enclosed).

8. ***The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the Notification.***
9. The syllabus for the Departmental Test(s) and/or Typing/Skill Test for respective cadres is made available in Annexure-I. The Written Test/Skill Test (as the case may be) shall be held on 23<sup>rd</sup> May, 2025 at 10:00 a.m. at the Centre for Integrated Studies (CIS), South Campus, University of Hyderabad. The venue for the Trade Test for the post of Junior Technician (Electrical/Plumber) shall be intimated separately.
10. The employees, who fulfill the eligibility criteria mentioned in Annexure – I prescribed for promotion, shall apply on plain paper through proper channel to the Deputy Registrar (Establishment-II) on or before 4.00 pm. of 14<sup>th</sup> May, 2025. Only those candidates fulfilling the eligibility criteria shall be called for the Departmental Test(s), and or Typing/Skill Test, and Trade Test, as applicable.
11. The number of vacancies indicated above is tentative. The University reserves the right to fill any vacancies (incl. anticipated/consequential), 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 this notification or the vacancies in the higher grade not filled from the feeder grade; such vacancies, despite the candidates qualify in the Department Test(s) and/or Typing/Skill Tests, shall not be considered.
12. The qualifying marks for the Departmental Test and/or Typing / Skill Test / Trade Test on computers for considering promotion shall be as follows:

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

  
25-4-25  
**REGISTRAR**

**Encl: Annexure-I.**

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. OSD to Vice-Chancellor.
2. PS to Registrar.
3. PS to Finance Officer.
4. PS to Controller of Examinations.





**UNIVERSITY OF HYDERABAD**

**ELIGIBILITY CRITERIA AND SYLLABUS FOR THE DEPARTMENTAL TEST(S) AND/OR TYPING/SKILL TEST/ TRADE TEST**

Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
1.	Assistant Registrar Pay Level: 10	Must possess at least a Bachelor's Degree from a recognized University/ Institute.	Five (5) years of regular service as Section Officer/ Private Secretary (Pay Level: 7 & above) and based on Merit.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances, Service Rules, Academic administration, Finance Rules & Regulations, including Purchase Policy, Notings & Drafting and Essay / Precise Writing as well as General Studies. Working knowledge of the operation of various packages of MS-Office and use of information technology in administrative work.
2.	Section Officer Pay Level: 7	Must possess at least a Bachelor's Degree in any discipline from any recognized Institute/ University.	Five (5) years of regular service from the feeder grade of Senior Assistant in Level-6, subject to Seniority-cum-Fitness with academic qualification and qualifying in the departmental test.	The written test will be on the University of Hyderabad Act and Statutes, Ordinances, Service Rules, Academic administration, Finance Rules & Regulations, including Purchase Policy, Notings & Drafting and Essay / Precise Writing as well as General Studies. Working knowledge of the operation of various packages of MS-Office and use of information technology in administrative work.
3.	Senior Assistant Pay Level: 6	Must possess a Bachelor's degree from a recognized University/Institution.	Office Assistants with five years of regular service in Level-4 according to Seniority-cum-Fitness, subject to qualifying Typing/Skill Test.	(i) Skill Test on Computer with a Typing Speed of 35 wpm in English. (ii) Skill Test to assess their skills in the use of MS Office, viz., Word, Excel and Power-Point.
4.	Office Assistant Pay Level: 4	-	Junior Office Assistant/Hindi Typist with five years regular service in Pay Level:2 according to Seniority-cum-Fitness, subject to qualifying Typing/Skill Test.	(i) Skill Test on Computer with a Typing Speed of 35 wpm in English. (ii) Skill Test to assess their skills in the use of MS Office, viz., Word, Excel and Power-Point.



Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Eligibility criteria as per the existing promotion policy	Syllabus for Exam
5.	Junior Office Assistant Pay Level:2	Must possess Senior Secondary (10+2) or equivalent qualification.	10% of vacancies shall be filled up from amongst the Group-C employees in the Pay Level-1, and have rendered three years of regular service in the grade, on the basis of the departmental qualifying examination.  <b>The maximum age limit for eligibility for the examination is 45 years.</b>	Written Test on General English, General Knowledge, and General Arithmetic at SSC level.; and  A skill test on Computers with a Typing speed of 35 words per minute in English.  Relaxation of Skill/Typing Test shall be governed as per DoPT OM NO. F.No. 14020/ 1 /2014-Estt. (D) dated 22-04-2015 or as amended from time to time.
	Junior Office Assistant Pay Level:2	Must possess Senior Secondary (10+2) or equivalent qualification.	5% of the vacancies shall be filled on seniority-cum-fitness from Group 'C' (MTS) employees who have five years of regular service in posts in the Level:1.	A skill test on Computers with a Typing speed of 35 words per minute in English.  Relaxation of Skill/Typing Test shall be governed as per DoPT OM NO. F.No. 14020/ 1 /2014-Estt. (D) dated 22-04-2015 or as amended from time to time.
6.	Personal Assistant Pay Level: 6	--	Stenographer with 05 (five) years of regular service in Level-4 on the basis of Seniority-cum-Fitness, subject to qualifying in the stenography test.	Stenography test in English – Dictation 10 minutes @ 100 w.p.m.; Transcription: 40 minutes on computer.
7.	Professional Assistant Pay Level: 6	Must possess at least a Bachelor's Degree in Library / Library and Information Science from any recognized Institute / University.	Junior Professional Assistants with five (5) years of regular service in Level:5 through Seniority-cum-Fitness, subject to qualifying in the computer typing test.	A skill test on Computers with a Typing speed of 35 words per minute in English.
8.	Junior Professional Assistant Pay Level:5	Must possess at least a Bachelor's Degree in Library / Library and Information Science from any recognized Institute / University.	Library Assistant with five (5) years of regular service in Pay Level:4 through Seniority-cum-Fitness, subject to qualifying in the computer typing test.	A skill test on Computers with a Typing speed of 35 words per minute in English.
9.	Library Assistant Pay Level: 4	Must possess (10+2) qualification or equivalent and certificate in Library Science.	Library Attendant with five years of regular service in Level:1	A skill test on Computers with a Typing speed of 35 words per minute in English.  A skill test on computers to judge the knowledge of Library Science.

10.	Junior Technician (Electrical/Plumber)	50% by promotion through a trade test from amongst Helpers who possess SSC qualification and have put in five (5) years of regular service in the grade <b>(OR)</b> Helpers without SSC qualifications who have put in at least eight (8) years of regular service in the grade.  <b>Note:</b> 100% by direct recruitment once all the existing Helpers (Engineering) get promoted as Junior Technicians.	A skill/ trade test in the relevant field/ trade shall be conducted.
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Date: 25-04-2025

*Adhigam*  
25-4-25  
**REGISTRAR**



F.No. 14020/1/2014-Estt. (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 22<sup>nd</sup> April, 2015

**OFFICE MEMORANDUM**

Subject:- Instructions on exemption from passing the Typewriting Test on Computer in respect of LDCs, regarding.

The undersigned is directed to say that instructions issued by this Department vide O.M.No.14020/2/91-Estt(D) dated 29<sup>th</sup> September, 1992 provide for grant of exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs.

2(i) . The above mentioned instructions provide for exemptions as under:-

- a) If above 45 years of age on the date of their appointment, such persons may be granted exemption from the date of their appointment.
- b) If between the age of 35 years and 45 years at the time of their appointment, such persons may be granted exemption on attaining the age of 45 years.
- c) If below 35 years of age on the date of appointment, such persons may be given exemption after 10 years of service as LDC provided they have made two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.
- d) Those LDCs who have made two genuine attempts for passing the typing test prior to issue of this O.M. but have not completed 8 years service as LDC, may be granted exemption from passing the typing test after completion of 8 years of service or on attaining the age of 45 years, whichever is earlier.

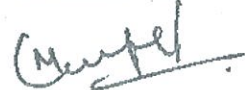
(ii) For the Physically handicapped persons, these instructions provide for exemptions as under:-

- a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.
- b) The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing.

3. Model RRs for the post of Lower Division Clerk (LDC) were issued vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 7<sup>th</sup> October, 2009. The entries pertaining to Skill Test Norms prescribed in the Col. 8 of the Model RRs for the post of LDC were modified to include the Skill Test Norms 'only on computers' vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 17<sup>th</sup> May, 2010.

4. This Department has received references whether the instructions as contained in this Department's OM dated 29.9.1992 are applicable for test on Computer or not. The matter has been examined and it has been decided that the criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities as stipulated in this Department's O.M.No.14020/2/91-Estt(D) dated 29<sup>th</sup> September, 1992 would also be applicable to the test on Computers.

5. It has also been decided to extend the above instructions to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious Sportspersons.



(Mukta Goel)  
Director(E-I)

Tel. No. 2309 2479

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7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001.
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