



# RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Constituted under the Act 18 of 2008

Vindya-C4, IIIT-Hyderabad campus.

Gachibowli, Hyderabad – 500032. Telefax: 040-23001830

Advt. No. 3/NT/2014/H.4

Dt: 09.06.2014

## **Detailed notification for filling up various Junior Administrative Positions**

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies(RGUKT) in 2008 under Act No.18 of 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh ( present AP and Telangana) Three campuses of RGUKT were started under the University, one each at Basara( Adilabad Dist. State of Telangana), Nuzvid( Krishna Distt. State of Andhra Pradesh), and Rajiv Knowledge Valley ( Kadapa Distt. State of Andhra Pradesh).

RGUKT invites applications in the prescribed format from qualified and eligible candidates for filling the following regular positions for **RGUKT- Head Office** .

### **RGUKT-Head Office- Junior Administrative Positions**

S.N	Positions- Scale of pay	Number of Posts	Roster Points	Qualifications/Experience Prescribed.
1	Superintendent ( 13660 – 38570)	4	OC(W)	1. A Graduate Degree issued by any recognized University. 2. Must have put in a total service of five years as administrative assistant in a University. 3. Should possess knowledge of computers.  <b>Desirable:</b> A post-graduate degree preferably in IT <b>OR</b> A post-graduate diploma/degree in IT
			SC(W)	
			OC	
			BC-A(W)	
2	Office Assistant cum Programmer/Senior Assistant ( 10900-31550)	8	OC(W)	1. A Graduate Degree from any recognized University. 2. Must have worked as an Assistant in Administration for a period of three years in University/Institution of Higher Education. 3. Should possess knowledge of computers.  <b>Desirable:</b> A post-graduate diploma/degree in IT.
			SC(W)	
			OC	
			BC-A(W)	
			OC	
			OC-VH(W)	
			SC	
			ST(W)	
3	Secretary-cum-Steno ( 13660-38570)	3	OC	1. A Degree from any recognized University. 2. Must have passed Higher Grade in Shorthand and Higher Grade in Type

			OC-VH(W)	writing conducted by the State Board of Technical Education. <b>OR</b> A Diploma in Computers and Commercial Practices with three years experience. <b>Desirable:</b> A PG Diploma in IT
			SC	
4	Accountant ( 10900-31550)	2	OC	B.Com with three years experience in Finance/Accounts/Audit <b>OR</b> CA (Inter)/ ICWA (Inter)/ MBA (Finance)
			BC-B(W)	
5	Data Processing Officer ( 8440-24950)	4	OC(W)	PG Diploma in IT/CSE/ECE or its equivalent from any recognized University/Institution.
			SC(W)	
			OC	
			BC-A(W)	

**Note:**

- i. Maximum age limit is 36 years as on 30.06.2014 for the posts at Sl.Nos. 1 to 5.
- ii. Relaxation of age is permissible in case of SC, ST, BC candidates up to 5 years and in case of Physically Handicapped persons up to 10 years.
- iii. Relaxation of age shall be considered in deserving cases.

**GENERAL INFORMATION FOR THE RECRUITMENT OF NON-TEACHING STAFF**

1. Candidates should satisfy themselves, before applying, that they possess atleast the minimum essential qualifications, knowledge, experience, laid down in the advertisement.
2. The University reserves the right to relax any of the age, qualifications and or experience in exceptional cases of meritorious candidates.
3. The candidates should send the copies of all the certificates. Candidates who are already in service, should submit their applications through proper channel only. They may, however, send an advance copy, but should produce a No Objection Certificate from the employer at the time of interview.
4. Those who wish to apply for more than one post should submit filled in applications separately for each post advertised along with the prescribed fee for each post.
5. Canvassing in any form will disqualify the candidate.
6. A candidate who is found to have furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without any notice.

7. The University reserves the right to fill or not to fill any or all of the post(s).
8. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
9. There shall be shortlisting from the eligible candidates, shortlisted candidates may be called for written test and or trade test and further shortlisted candidates shall be interviewed for selection.
10. Mere possession of the minimum qualifications need not entitle a candidate to be called for written test and or interview.

**11. How to apply:**

- a. The interested candidates can apply online at University official website i.e. [www.rgukt.in](http://www.rgukt.in)
- b. After applying online the candidates should take a print out of the application and send the same along with registration fee mentioned at (13) and copies of certificates mentioned at (14)

**12. Registration fee:**

Rs.200/- for OC/BC and Rs.100/-for SC/ST candidates & PH candidates

**13. Mode of Payment:**

- a) Applicants may transfer the registration fee mentioned at para 9 above into RGUKT Account No 053310100009363 (IFS code No. ANDB0000533) Andhra Bank, Saifabad Branch Hyderabad and enclose transfer slip with the application towards registration fee (non refundable). Separate transfer slip must be submitted if a candidate wants to apply for more than one post. The transfer slip must be tagged at the top of the application. Name of the candidate and post applied for should be indicated on the reverse side of the transfer slip.

**Or Alternatively**

- b) Applicants may also enclose a crossed Demand draft for the amount mentioned at para 9 above drawn on any Nationalized Bank in favor of Registrar, Rajiv Gandhi University of Knowledge Technologies, IIIT Campus Hyderabad payable at Hyderabad (A.P). Separate demand draft must be submitted if a candidate wants to apply for more than one post. The demand draft must be tagged at the top of the application. Name of the candidate and post applied for should be indicated on the reverse side of the Demand draft

**Applications received either without transfer slip or Demand draft will not be considered**

14. Proof of eligibility i.e. Xerox copies of certificates duly attested in support of qualification, experience, testimonials and Memorandum of Marks should be attached to the application
15. The envelope should be superscribed with the name of the post applied for and area where applicable.
16. The address for forwarding the application is:

**Registrar,  
Rajiv Gandhi University of Knowledge Technologies,  
Vindhya C-4 Building,  
IIIT Campus, Gachibowli,  
Hyderabad-500032”**

**Important Dates:**

- a. Opening date of online registrations 9<sup>th</sup> June 2014
- b. Closing date of online registrations 3rd July 2014
- c. Last date of receipt of hard copies of applications with enclosures : 7<sup>th</sup> July 2014

**REGISTRAR**