



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. MR-222 /337/78/Adm.III

Date: 30.07.2024

To

1. All the Principals of Campus and Constituent Colleges, O.U.
2. All the Administrative Officers, O.U.

Sub: **OSMANIA UNIVERSITY** – Gazetted – Filling up the vacant posts of Assistant Registrars – Applications called for – Reg.

- Ref: 1. Univ. Circular No: MR-374/14/76/Adm. III, dated 20.9.2000
2. University Circular No.MR-103/83/1987/Estt.I, dated 30.10.2021
3. University Circular No.MR-353/337/78/Adm.III, dated 02.11.2021

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Sir/Madam,

It is proposed to fill up three (3) vacant posts of **Assistant Registrars** in the Pay Scale of **Rs.54,220-1,33,630 (RSP – 2020)** from among the internal eligible Superintendents who satisfy the following eligibility criteria:

1. Academic qualification: **Graduation & above.**
2. Ordinarily one should have put in minimum (15) years of regular service of which not less than (5) years shall be as Superintendent as on **31.07.2024.**
3. Recruitment is made on merit only, the post being "Selection Post".

The eligible candidates are required to submit the Application Form along with Self-Appraisal Report, duly filled-in in all aspects, so as to reach the undersigned **on or before 17.08.2024.** Incomplete applications and applications received after the last date shall be rejected.

The Question Bank will be provided to the eligible candidates at Administration Branch, O.U., after the submission of their application form. The question bank consists of hundred (100) questions in the form of Part-I & Part-II, each containing (50) questions. Part-I contains the questions pertaining to Academic & Administrative matters and Part-II contains the questions related to Accounts.

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The question Paper will have five (5) questions from Part-I for (50) marks & five (5) questions from Part-II for (50) marks. The candidates are required to answer all the questions.

Further, in terms of the circular 2nd cited, the recommendations of the Selection Committee viz. panel for filling of the arising vacancies will be valid for a period of one (1) year only, with effect from the date of declaration of results.

The schedule for Written Test will be issued at a later date.

Therefore, it is requested to bring this to the notice of all the eligible Superintendents working under your control.

Yours sincerely,



REGISTRAR

Encl: Application Form & Proforma for Self Appraisal Report.

Copy to:

1. The Secretary to Vice-Chancellor, O.U.
2. The P.A. to Registrar / OSD to VC, O.U.
3. The President & General Secretary, NGO's Staff Association / Technical Staff Association / Employees Union, O.U.

The Director, Infrastructure, O.U.



OSMANIA UNIVERSITY
HYDERABAD – 500 007

**APPLICATION FORM FOR THE WRITTEN TEST FOR THE
POST OF ASSISTANT REGISTRAR**

Eligibility: 1. (15) years' of regular service of which not less than (5) years as Superintendent.

2. Should be a Graduate.

1. NAME OF THE APPLICANT : _____
(IN BLOCK LETTERS)

2. FATHER'S NAME : _____

3. ADDRESS : _____

4. DATE OF BIRTH & AGE : _____

5. QUALIFICATIONS : _____

6. DESIGNATION AND PLACE : _____
OF WORK

7. SCALE OF PAY AND : _____
PRESENT EMOLUMENTS

8. DATE OF INITIAL : _____
APPOINTMENT

9. DATE OF PRESENT APPOIN- : _____
MENT AS SUPERINTENDENT

10. a) TOTAL SERVICE IN THE : _____
UNIVERSITY

b) TOTAL SERVICE AS : _____
SUPERINTENDENT

::2::

11. PERIODS OF
SUSPENSION /DIES NON
(IF ANY)

: _____

12. PERIODS OF E.O.L AVAILED
(IF ANY)

: _____

13. CONTACT No.

: _____

DATE :

SIGNATURE OF EMPLOYEE

SIGNATURE OF
HEAD OF OFFICE (SEAL)



OSMANIA UNIVERSITY
HYDERABAD – 500 007

ORIGINAL

(To be filled-in by the Officer)
HALL TICKET FOR WRITTEN TEST
FOR APPOINTMENT OF ASSISTANT REGISTRAR

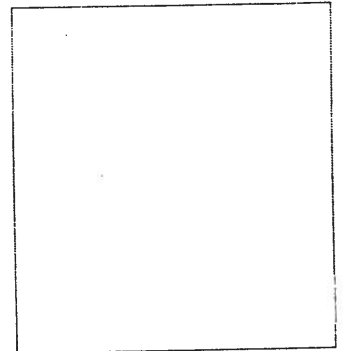
To be held on _____

HALL TICKET NO. _____

Centre _____

(To be filled-in by the Candidate)

1. Name : _____
2. Father's Name : _____
3. Place of Work : _____
4. Identification Marks1. _____
2. _____



"ATTESTED"

Signature of the candidate

Signature of the Principal / Head of the Institution
(with seal)

CLERK

SUPDT.

Dy. REGISTRAR
(Administration)

JOINT REGISTRAR
(Administration)



OSMANIA UNIVERSITY
HYDERABAD – 500 007

DUPLICATE

(To be filled-in by the Officer)
HALL TICKET FOR WRITTEN TEST
FOR APPOINTMENT OF ASSISTANT REGISTRAR

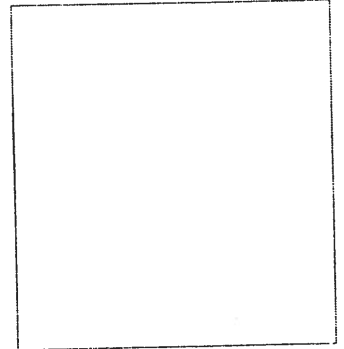
To be held on _____

HALL TICKET NO. _____

Centre _____

(To be filled-in by the Candidate)

1. Name : _____
2. Father's Name : _____
3. Place of Work : _____
4. Identification Marks1. _____
2. _____



"ATTESTED"

Signature of the candidate

Signature of the Principal / Head of the Institution
(with seal)

CLERK

SUPDT.

Dy. REGISTRAR
(Administration)

JOINT REGISTRAR
(Administration)

PERFORMANCE APPRAISAL REPORT (SELF APPRAISAL)

I. GENERAL INFORMATION

- 1) Name :
- 2) Designation :
- 3) Date of Birth :
- 4) Date of Initial appointment :
- 5) Date of present appointment :
- 6) Contact No. :

II. QUALIFICATIONS (Enclose copies)

- a) Academic qualifications :
- b) Additional qualifications :

1. Accounts Test for Subordinate Officers conducted by APPSC

Year of Passing (Part – I) :

Year of Passing (Part – II) :
(Enclose copies of A.P. Gazette through which the results were declared)

2. Accounts Test for Executive Officers conducted by APPSC

Year of passing :
(Enclose copies of A.P. Gazette through which the results were published)

3. Details of University Departmental: Tests passed (if any)

Year of passing :

Percentage of marks secured :
(Enclose copies of Memo of marks)

4. Details of other equivalent tests : Passed (if any) (Enclose copies of relevant certificates)

5. Details of Diplomas / Certificate : Courses obtained in Computer Education (If any) (Enclose copies of relevant certificates)

III. CADRE WISE SERVICE PARTICULARS

Sl. No.	Post held	Duration of service rendered in the cadre	
		From	To
1.			
2.			
3.			
4.			
5.			

IV. PLACES OF POSTINGS UPTO THE LEVEL OF SENIOR ASSISTANT

Sl. No.	College / Department	Period worked	Post held	Nature of duties discharged
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

V. PLACES OF POSTING IN THE CADRE OF SUPERINTENDENT

Sl. No.	Place of working	Period worked	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

VI. RECORD OF IN-SERVICE ACHIEVEMENTS:

1. Please give a short account of your contribution to - Extension works / Community service organized by the College ./ Office.
(e.g. Janma Bhoomi, Blood Donations, Flood Relief, Draught Relief, Cultural Activities, Organizing seminars of the College / Department)
2. In what way have you contributed to the Over-all efficiency of the college / Dept. Give a brief account. (eg: File Movement Cleanliness, Punctuality, Politeness, Staying beyond regular office hours, if required.)
3. What steps have you taken to professionally improve yourself (eg. Higher Qualifications, Refresher Courses, English, English Proficiency, DTP)

VII. HAVE YOU EVER BEEN PUNISHED BY THE OU / COURT OF LAW OR ANY DICIPLINARY PROCEEDINGS PENDING AGAINST YOU.

VIII. ANY OTHER ACHIEVEMENTS DURING THE SERVICE RENDERED

(In case the space provided is not sufficient to record the achievements, the particulars may be furnished on a separate sheet and the same be enclosed)

DATE :

SIGNATURE OF EMPLOYEE

**SIGNATURE OF
HEAD OF OFFICE (SEAL)**