



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Constituted under the Act 18 of 2008

Vindya-C4, IIIT-Hyderabad Campus.

Gachibowli, Hyderabad – 500032. Telefax: 040-23001830

Advertisement No: 04/2015

Dt: 27.10.2015

The earlier notification issued for filling the statutory positions in RGUKT wide advertisement no 3/2015 dt: 25.03.2015 for the Posts of Directors, Administrative officers and finance officers is null and void due to Technical reasons and directions by Department of Higher Education, Government of Andhra Pradesh.

Now Applications are invited for the filling the statutory positions in **RGUKT (A.P.)** institutes at Nuzvid, Krishna District and R K Valley, Idupulapaya, YSR district either on deputation/lien or on contractual basis for a tenure of three years and extendable as per the decision of the Governing Council/Executive Council subject to satisfactory performance

Posts:

1. Director (2 Positions) - one each at Nuzvid and RK Valley.
2. Administrative Officer (2 Positions) - one each at Nuzvid and RK Valley.
3. Finance Officer (2 Positions) - one each at Nuzvid and RK Valley.

Qualifications and others details:

Administrative officer:

Professors/Principals of University or Govt. Degree college having strong administrative experience and candidates with PG/UG Degree having strong administrative experience at the rank of Joint Registrar or persons having 3 years of experience at the level of Deputy Registrar in Universities/NITs/IITs/Central Universities preferably in the areas of administration or establishment can apply. Persons should have ability to work with Administrators, Students and Staff. Appointment of the Administrative Officer is subject to not exceeding the age limit of 60 years.

The candidates working in other organizations/ Universities intending to work on deputation should apply through proper channel with a clear no objection certificate from the employer stating that there will not be any objection to relieve the candidate at short notice in case of selection.

In case of in-service candidates, the candidates are entitled for protection of last pay drawn or will be fixed in the scale of Rs.27000 - 51760. Retired employees will be taken on contract basis and will be paid a consolidated remuneration per month as per guidelines issued by UGC/Govt. of Andhra Pradesh from time to time.

Nature of Duties:

1. To be custodian of the records and such other property of the constituent institute
2. To issue all notices convening meetings of the Executive Committee, Board of Studies and of any Committee appointed by the authorities of the Institute.
3. To keep the minutes of all the meetings of the Executive Committee, the Board of Studies and of any Committee appointed by the authorities of the Institute.
4. To conduct the official correspondence of the Executive Committee and the Board of Studies.
5. To represent the institute in suites or proceedings by or against the institute, sign powers of attorney and verify pleadings, and
6. To perform such other duties as may be specified in these Statutes or the Regulations or as may be required, from time to time, by the Executive Committee or the Director.

Fee:

Candidates should draw a Demand Draft of Rs. 1000/- in favour of the Registrar, Rajiv Gandhi University of Knowledge Technologies payable at Hyderabad. In case of SC/ST/PH the amount of DD is Rs.700/-

How to apply:

- Application form is available in www.rgukt.in. Candidate should submit the application through online
- Print out of on-line application along with all the relevant certificates / documents, should be submitted to the Registrar, Rajiv Gandhi University of Knowledge Technologies, IIIT Campus, Vindya C4, Gachibowli, Hyderabad - 500032 by speed Post/ registered post on or before 18.11.2015
- Envelop should be super scribed with "Application for the post of Director/Administrative Officer/Finance Officer" and the Name of the Campus.

Important dates:

- a. Commencement date of receiving online applications 01.11.2015
- b. Last date for receipt of online applications is 16.11.2015
- c. Last date for receipt of hard copies of applications along with enclosures 18.11.2015

Note: RGUKT reserves the right to fill or not to fill any or all the positions