



**VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE, A.P.**

**RECRUITMENT OF NON-TEACHING STAFF**

Affix  
Recent  
Photograph

Advertisement No.

Post Applied for:

Details of Demand Draft:

Amount	D.D. No	Date	Name of the Bank

1. (a) Applicant's Name:  
(in full & in caps)

(b) Father's Name:

(c) Mother's Name:

2. Date of Birth & Age (in completed years): DB

Age: (Y/M)

3. Place of Birth Place: \_\_\_\_\_ District: \_\_\_\_\_

4. (a) Nationality \_\_\_\_\_ (b) Religion \_\_\_\_\_ (c) Gender: Male / Female

5. (a) Address for Communication \_\_\_\_\_ (b) Permanent Address \_\_\_\_\_

Pin Code \_\_\_\_\_ Phone \_\_\_\_\_ Pin Code \_\_\_\_\_ Phone \_\_\_\_\_

Mobile: \_\_\_\_\_ e-mail \_\_\_\_\_

6. Reservation Category, if any (put ✓ mark), (enclose an attested copy of the Caste Certificate issued by the competent authority).

SC	ST	BC- A	BC- B	BC- C	BC -D	PH /HH/VH	OC / Any other

7. (a) Position held at present , If any:

(b) Whether the Post is Temporary or Permanent/ Aided/ Unaided and ratified by the University

8. Present monthly basic pay and Pay scale whether UGC/State-RPS -2006 /2010 / Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total

\*The downloaded application need to be registered by enclosing a DD for Rs.500/- drawn in favour of the Registrar, Vikrama Simhapuri University, Nellore, payable at Nellore.

9. Educational Qualifications:

Examination	Month & Year of Passing	Division	% of Marks	Name of the Board/University
Postgraduate				
Degree				
Intermediate				
S.S.C.				

b) Technical and Other qualifications:

Examination and year	Subject	Division	% of marks obtained	Name of the Board/ University

10. Have you ever been convicted by Court of law if yes, please give details.

11. Administrative Experience, if any:

Name of the Institution/ Organisation	Designation	Nature of post Temp./ Permanent	Nature of assignment	Period (give dates)	Length of experience	
					Years	Months

12. Name and address of the present employer:

13. "No objection certificate" from the present employer

14. Any relevant information the candidate would like to give in support of his/her candidature (enclose a separate sheet, if necessary) :

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false, my candidature/ application/appointment, if any, is liable to be rejected/cancelled.

Date: .....

Signature of the Applicant

**(CANDIDATES WHO ARE IN SERVICE ONLY)**

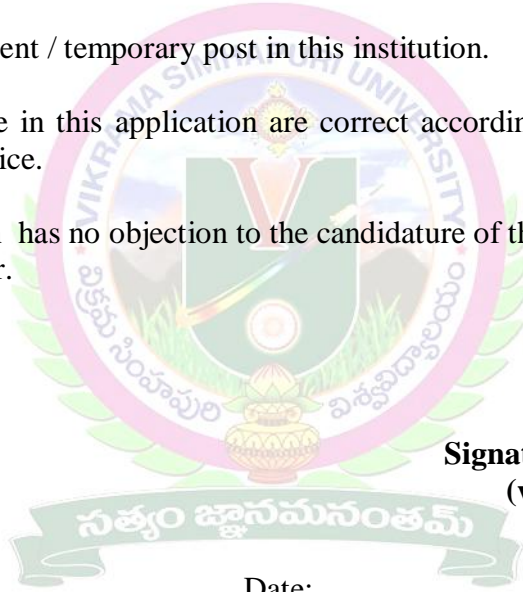
(Endorsement by the Head of the Institution)

Forwarded to the Registrar, Vikrama Simhapuri University, Nellore, Andhra Pradesh.

The applicant holds a permanent / temporary post in this institution.

I certify that all entries made in this application are correct according to his / her service book or records maintained in this office.

This Organization/ Institution has no objection to the candidature of the applicant being considered for the post he/she applied for.



**Signature of the forwarding officer  
(with Seal & Address)**

Place:

Date:

**PROSPECTUS**  
**GENERAL INFORMATION FOR THE RECRUITMENT OF NON-TEACHING STAFF**  
**&**  
**ELIGIBILITY CRITERIA**

Name of the posts to be mentioned:

1. The University reserves the right to reject any application without assigning any reason thereof.
2. 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.
3. Latest passport-size photograph should be affixed in the space provided in the application form.
4. Incomplete applications and applications received after the last date will be summarily rejected and no communication will be entertained in this regard.
5. 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.
6. Canvassing in any form will disqualify the candidate.
7. The Selected candidates will be governed by Contributory Pension Scheme as per G.O.Ms. No.653, 654 & 655, Finance (Pen) Dept., dated 22-09-2004. However A.P.Revised Pension Rules, 1980 will be made applicable for those who are in service and governed by A.P.Revised Pension Rules, 1980 with amendments made thereof.
8. He/She must be prepared to undergo medical examination and satisfy medical authority, the University may prescribe.
9. Every successful candidate will be informed of the result of his/her application in due course after approval by the competent authority and any interim enquiries about the result will not be entertained.
10. 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.
11. The candidates will have to present themselves for an interview, if called for, at the place mentioned at their own expenses. The selection process involves the assessment of professional skills, ability to communicate clearly and effectively and ability to analyze and discuss.
12. Candidate should bring all the original certificates, and testimonials if any, at the time of interview.
13. The University reserves the right to fill or not to fill any post(s) or any post(s) to make an appointment in a lower grade.

14. All the candidates are requested to note that they are strictly bound by the above mentioned conditions.



15. Filled in applications in all respects should be sent to the REGISTRAR, VIKRAMA SIMHAPURI UNIVERISTY, NELLORE AP, India, by Registered Post / Speed Post with Acknowledgement due so as to reach his office on or before \_\_\_\_\_ in a cover super scribed “Application for the Post of \_\_\_\_\_”.
16. The University is not responsible for postal delays.
17. There is no provision for the sale of applications at the University or elsewhere. Applications have to be downloaded from the university website [www.simhapuriuniv.org](http://www.simhapuriuniv.org) .
18. Applications in closed covers super scribed “Application for the post of \_\_\_\_\_” can also be submitted in the office of Registrar, Vikrama Simhapuri Univeristy, Nellore, AP on or before 4.00 PM on \_\_\_\_\_.
19. **SCALE OF PAY:** The A.P. Revised Pay Scales, 2010 for Non-Teaching staff of universities by following G.O.Ms.No.137, Finance (PC-I) Department, dated 28-04-2010 will be made applicable to the newly appointed Non-Teaching staff.

### ELIGIBILITY CRITERIA

#### Controller of Examinations:

- I) a) First or Second class of P.G. Degree from a recognized University.
- b) Experience as Asst. Registrar equivalent cadre for a minimum period of 3 years.
- c) Passing of Accounts Test Part-1 & Part-2
- d) Knowledge in operating of computers with certificate or diploma.

OR

II) Teachers of and above the cadre of Associate Professors having awareness in conduct of University Exams., may also be considered for the post of Controller of Exams., for a specific term.

#### Assistant Registrar:

- I) a) First or Second class of P.G. Degree from a recognized University.
- b) Experience as Superintendent for a minimum period of 3 years from University or any educational institution / Government organization recognized.
- c) Passing of Accounts Test Part-1 & Part-2
- d) Knowledge in operating of computers with certificate or diploma.

#### Superintendent:

- a) First or Second class of Degree from a recognized Institution
- b) Experience as Senior Assistant or its equivalent cadre from a University or any educational institution / Government organization institution recognized.
- c) Passing of Accounts Test Part-1 & Part-II
- d) Knowledge in operating of computers with certificate or diploma.

#### Senior Assistant:

- a) First or Second class of Degree from a recognized Institution.
- b) Experience as Junior Assistant or its equivalent cadre from a University or any educational institution / Government organization recognized.
- c) Passing of Accounts Test Part-1 & Part-II
- d) Knowledge in operating of computers with certificate or diploma.

**Selection Process:**

Objective, multiple choice type written test for sixty marks in the prescribed syllabus placed in the website will be held for the posts of Assistant Registrar, Superintendent and Senior Assistant. This is compulsory. This will be followed by an interview for candidates qualified in the written test. The qualifying minimum in the written test is 24 marks out of 60 marks.

**Note:** Syllabus and model of the question paper are placed in the University website [www.simhapuriuniv.org](http://www.simhapuriuniv.org) .

Sd/-  
REGISTRAR  
Vikrama Simhapuri University  
Nellore

**Check List:**

1. Proof of date of birth:
2. Caste Certificate issued by the Tahsildar / MRO.
3. Attested copies of all Educational Qualifications.
4. Previous Service / Experience Certificate issued by the Employer.
5. Attested Copy of Pass in the Accounts Test.
6. No Objection Certificate Issued by the Employer, if application is not forwarded sent through the Employer.
7. Demand Draft towards the Registration Fee:

