

**Centre for Dr. B.R. Ambedkar Studies
Andhra University, Visakhapatnam.**

Qualification details for the Posts of
Research Officer, Computer Operator and Peon on contract basis

Name of the Post : **Research Officer** (01)
Salary : **Rs.15,600- 39,100** (Grade pay 5,400)
Period of Appointment : Three Years

Educational Qualifications for the Post of Research Officer

- Masters degree in Social Work or Social Science Subject 55% Marks equivalent grade at Masters level in any Social Sciences subject.
- Preference will be given those who have posses Ph.D Degree in the areas of Social work or any other Social Sciences; and also with two years of experience in running any centre academic or field based Institution is desirable.
- Candidate having engaged in the areas of Dr. Ambedkar's literature and philosophy will be preferred.

Name of the Post : **Computer Operator** (01)
Salary : **Rs. 9,300 - 34,800/-** (Grade Pay 4,200/-)
Period of Appointment : Three Years

Educational Qualifications for the Post of Computer Operator

- Post Graduation in any Discipline, PG Diploma in Computer Applications. Candidate should have 5 years of work experience in the areas of computer and internet operations knowledge of excel, power point. Candidate having knowledge of administration and drafting will be preferred.
- Shorthand with low/ higher, typewriting with lower/ higher grade

Name of the Post : **Peon** (01)
Salary : **Rs. 5,200 - 20,200/-** (Grade Pay 1,800/-)
Period of Appointment : Three Years

Educational Qualifications for the Post of Peon:

- Minimum SSC pass
- Experience of two years will be preferred



ANDHRA UNIVERSITY
Visakhapatnam

The general instructions for the posts of Research Officer, Computer Operator and Peon advertised vide

NOTIFICATION NO.AV(4)/Centre for Ambedkar Studies/2018-19

Dated: 04/10/2019

- i. Applicant should send filled in prescribed application format with details along with bio-data on or before last date prescribed along with all self-attested testimonials, certificates and all supporting documents relating to the post.
- ii. Candidates must enclose self- attested copies of concerned certificates from SSC onwards. In absence of the attested copies of Mark sheets/Certificates etc., application will be considered incomplete and applicants may not be called for interview.
- iii. The Last Date for receipt of Application is fixed as 19/10/2019 till 5.00 p.m.
- iv. Applicant must produce original testimonials, certificates and other documents at the time of interview, if called.
- v. A processing fee of for Rs 200/- by way of Demand Draft (SC/ST/OBC- Rs.100/-) drawn in favor of Registrar Andhra University, payable at Visakhapatnam.
- vi. A candidate who knowingly or will-fully furnish incorrect or false particulars or suppresses material Information, will be disqualified and if appointed will be liable to dismissal from service, without notice.
- vii. If any additional information is to be given, the information in separate sheet should be attached.
- viii. The candidate must possess the required qualifications at the time of last date fixed for receipt of applications by post in the notification by the University i.e. 19/0/2019.
- ix. The persons belonging to SC, ST, BC or other weaker sections of the society may be given preference in filling the above posts.
- x. Candidates, if called for interview, will have to come at their own expense.
- xi. The University reserves the right to fill in or not to fill in any post or to alter the number of posts in any cadre or in any / all the subject or make any amendments.
- xii. Candidates desiring to apply for more than one post must apply separately for each post, enclosing separate demand draft.
- xiii. The knowledge of English is compulsory
- xiv. Appointed Staff may be assigned other academic or administrative responsibilities in addition to this

- xv. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of appointment letter, the university reserves the right to modify/withdraw/cancel any communication made to the candidate.
- xvi. The Selected candidate will have to sign a contract with the University. This appointment shall be purely on fixed tenure basis for a period of three years under a contract and the tenure shall be at the sole discretion of the Institutions and as per the requirements of the Institutions and shall be under strict review at all times. The Institution can discontinue the contract at any point of the time for any reason whatsoever with a notice period as set in the contract. It may be noted that the selected candidate shall under no circumstances and at any point of time be considered as a permanent employee of the Institution.
- xvii. The appointment can be further extended subject to funding agency approval and university rules and subject to satisfactory performance.
- xviii. All the details in the notification are subject to correction with any modification or alternation required.

Visakhapatnam
Date: 04-10-2019

(V.KRISHNA MOHAN)
REGISTRAR