



SRI PADMAVATI MAHILA VISVAVIDYALAYAM: TIRUPATI
(Women's University)

**SPECIAL RECRUITMENT DRIVE FOR FILLING UP OF BACKLOG VACANCIES
RESERVED FOR DIFFERENTLY ABLED PERSONS**

Notification No.SPMVV/Estt/D/2017, dated 30.3.2017

Applications in the prescribed form are invited from qualified Differently Aabled Persons for the following posts so as to reach the undersigned by 5.00 P.M. on 30.4.2017. Only women need to apply. Knowledge of Telugu is desirable. For details and other conditions visit University Website <http://www.spmvv.ac.in>

S.No.	Cadre	Category	No. of Posts
1	Junior Assistant	HH	1
2	Typist	VH	1
3	Office Subordinates	HH & OH	2
4	Sweeper	VH	1

The prescribed application forms can be had from the Registrar, Sri Padmavati Mahila Visvavidyalayam, Tirupati- 517 502 , A.P., in person or by post on payment of Rs. 100/- and Rs. 140/- respectively by a crossed Demand Draft payable at Andhra Bank/State Bank of India drawn in favour of the Registrar, SPMVV, Tirupati. The late applications will not be entertained. The University will not be held responsible for any postal delay.

TIRUPATI
DATE: 31.3.2017


REGISTRAR
SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY)
TIRUPATI-517 502

QUALIFICATIONS:

1. Junior Assistant : A Degree of a recognized University with knowledge in computer skills & automation
2. Typist : A Pass in Intermediate or an equivalent examination and Typewriting Higher Grade with knowledge in computer skills
3. Office Subordinate : Pass in SSC or an equivalent examination
4. Sweeper : Pass in VII Standard or an equivalent examination

Age Limit: For all the above posts, the candidate's minimum age must be 18 years and should not cross 52 (42 +10) years of age as on 01.07.2017.

Terms & Conditions:

1. The prescribed application forms can be had from the Registrar, Sri Padmavati Mahila Visvavidyalayam, Tirupati- 517 502 , A.P., in person or by post on payment of Rs. 100/- and Rs. 140/- respectively by a crossed Demand Draft payable at Andhra Bank/State Bank of India drawn in favour of the Registrar, SPMVV, Tirupati. The late applications will not be entertained. The University will not be held responsible for any postal delay.
2. Registration fee : Rs. 200/-
3. The University reserves the right to fill or not to fill any or the above vacancies notified. The existing pension scheme as per A.P. Revised pension Rules, 1980 will not be applicable.
4. The University will not be responsible for any loss of application sent by the candidates or postal delay. Those who are in employment should route their application through their employer.
5. Applications received after the prescribed date will not be considered.
6. Application/Registration fee once paid will not be refunded or adjusted in any way.
7. Candidates will have to travel at their own cost, if called for interview. Canvassing in any form will amount to disqualification of the candidature.

TIRUPATI

DATE: 31.03.2017

REGISTRAR

Instructions to Candidates

1. Separate application shall be submitted for each post along with registration fee of Rs.200/-by a Demand Draft payable at Andhra Bank/State Bank of India drawn in favour of the Registrar, SPMVV, Tirupati. Registration fee once paid will not be refunded.
2. If the space provided in any column of the application is not sufficient to furnish full details relating to that column, a separate sheet may be attached mentioning the head of the column at the top of the sheet.
3. Attested true copies of all the testimonials, details of education qualifications, date of birth certificate, **Certificate of disability from the District Medical Board**, experience certificate etc. shall be enclosed to the application. All the original certificates shall be compulsorily produced at the time of the interview for verification and also at the time of joining, if selected.
4. Money orders/Postal orders are not acceptable.
5. Applicants who are employed shall send their applications through the proper channel accompanied by a letter of consent obtained from the employer concerned.
7. If the applicant is selected for the post, she will be appointed to the post in the minimum pay of the time scale attached to the post and no protection of last pay drawn in the previous employment will be given unless the selection committee which selects specifically recommends such protection and the appointing authority accepts it.
8. Canvassing in any form will be construed as a disqualification.
9. Applications received after the due date or incomplete or not conforming to the prescribed format in any respect will not be considered and no communication will be entertained in this regard. Any postal delay will not be considered.
10. The candidates shall attend the interview at the venue and time & date fixed as specified at her own expenses.
11. A candidate who is found to have furnished false particulars or to have suppressed material / information or to have been found involved in unlawful activities shall be disqualified, and if appointed, will be liable to be dismissed without any notice.
12. If any candidate was found convicted by a court of law involving illegal activities at a later date and such appointment shall be cancelled automatically without any notice.
13. The selected candidates will be governed by the Contributory Pension Scheme as per G.O.Ms.No.653, 654 & 655, Finance (Pen) Dept., dated 22.09.2004. However, revised pension rules 1980 shall be made applicable for those who are in service and governed by these rules with amendments made thereof.
14. The University reserves the right to fill or not fill any or all of the posts advertised.
15. Filled in applications in all respects should be sent to the **REGISTRAR, SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI – 517 502** by registered post/speed post with acknowledgement due so as to reach this office on or before by 5.00 P.M. on **30.04.2017** super scribed on the cover as “**Application for the post of _____**”.

REGISTRAR

Date : 31.3.2017



SRI PADMAVATI MAHILA VISVAVIDYALAYAM : TIRUPATI
(WOMEN'S UNIVERSITY)

Regn.No.
Last Date: 30.04.2017

SPECIAL RECRUITMENT DRIVE FOR FILLING UP OF BACKLOG VACANCIES RESERVED FOR
DIFFERENTLY ABLED PERSONS

APPLICATION /BIO DATA OF THE CANDIDATE

Demand Draft No. _____ Rs. _____ Dated _____

Category
(VH/HH/OH)

-
1. Post applied for :
 2. Full Name (In Block Letters) :
 3. Father's/Husband's Name :
 4. Postal address for communication :
 5. Permanent residential address :
 6. District and State of which you are a Permanent resident :
 7. Type if Disability (Please (✓) Tick and write %) : OH / VH / HH and %
 8. Date of Birth :
- Age _____ years _____ months (as on 30.04.2017)
(Enclose extract of S.S.C/ T.C. in support of age given)

9. Employment Reg.No. & Date of
Registration (if Any)

:

10. Details of Educational Qualifications
(from matriculation onwards)

:

Sl.No.	Examination Passed	Year of Passing	Name of the College or Institution	Name of the University/Board	Division/Class with percentage of marks

11. (a) Details of technical and other examination passed :

Sl.No.	Examination Passed	Year of Passing	University/Board	Division/Class with percentage of marks

b) Other professional achievements, if any :

12. If you are employed, give below the particulars of all posts held to date :

Sl.No.	Name of the post held and nature of employment	Name of the employer with designation and address	Date of joining	Date of leaving	Length of service (Years & Months)	Salary Rs.

13. State details of present salary .

a) Pay Scale : _____ b) Present pay : _____

c) D.A. etc. : _____

14. State in brief the nature of duties assigned /performed:

15. Are you will to accept the minimum in the
Scale of pay ? If not, state what initial pay you
Would accept ? :

16. If you are appointed, what notice would you
require for joining the post? :

17. Give the name, profession and present address 1.
of two responsible persons not related to you to
whom a reference can be made about you?

2.

18. State whether you have been at any time
a) pronounced unfit to service in any organisation,
b) dismissed, removed or debarred from service of
any organisation, or
c) convicted by a criminal court. :

19. Other relevant particulars :

20. Certificates enclosed (Please (✓) tick)

- 1) Educational Qualifications :
- 2) Technical Qualifications :
- 3) Medical Certificate :
- 4) Employment Card :
- 5) Nativity Certificate :
- 6) Service Certificate :

21. DECLARATION TO BE SIGNED BY THE APPLICANT :

I here by declare that all the entries in this application are true to the best of my knowledge and belief.

Date:

Signature

(The endorsement below to be signed and forwarded by the Head of the Department/Employer in the case of applicants in service)

No.

Dated:

Forwarded

The applicant Kum/Smt/Sri/ _____ holds the post of _____ in this office in a temporary/permanent capacity. She is drawing a basic pay of Rs. _____ and her total emoluments are Rs. _____ on (date) _____. There is no objection in her application being considered.

Date:

Signature of forwarding Officer

Place:

Designation :

Seal :