

INFORMATION BROCHURE

NOTIFICATION No.04/2012, Dated 21/12/2012

1. Prescribed application form can be downloaded from the University Website : www.kakatiya.ac.in No other format of application will be considered.
2. Registration Fee Rs.500/- (Rupees Five hundred only) should be paid through a Demand Draft drawn in favour of Registrar, Kakatiya University, Warangal payable at State Bank of Hyderabad, Kakatiya University Branch, Warangal. The application form, not accompanied by the Demand Draft will not be considered. The Registration fee is non-refundable. (Rs.200/- only for Scheduled Caste/Scheduled Tribes/Physically Challenged Persons).
3. The qualifications and other conditions prescribed in the present advertisement are subject to regulations/norms stipulated by the UGC/Government of Andhra Pradesh which may change from time to time.
4. The applications shall be considered in accordance with the UGC-Regulations on minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010 and G.O.Ms.No.14, Higher Education (UE.II) Department, dated 20/02/2010 and also instructions, guidelines and amendments issued by the UGC & State Government from time to time and relevant provisions of University Act, Statutes, Ordinances, Rules Regulations etc., thereof. The relevant documents available on the websites of the UGC (www.ugc.ac.in) / Government of Andhra Pradesh (www.aponline.gov.in) may be referred for any additional information on qualifications and other conditions.
5. A relaxation of 5% may be provided at the graduate and master's level for the SC/ST Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% at the case may be through grace mark procedure etc., by Universities is not permissible for claiming relaxation.
6. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
7. Those who wish to apply for more than one post should submit filled in applications separately for each post/advertisement along with the prescribed fee for each post.
8. The candidates should send the copies of the publications along with their applications, besides copies of all other 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. The Registration fee through a Demand Draft should be sent along with advance copy.

9. The existing Pension Scheme is not applicable to the appointees. They will be governed by the pension scheme as per GO Ms. Nos. 653, 654 & 655, Finance(Pen.I) Dept., dated 22-9-2004 and other related G.Os. to be issued from time to time.
10. He/She must be prepared to undergo medical examination and satisfy medical authority the University may prescribe.
11. 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. No communication will be sent to those candidates who are not selected by the Selection Committee.
12. 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.
13. 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 aptitude for teaching and research; ability to communicate clearly and effectively; and ability to analyse and discuss as per the procedure outlined in the UGC-Regulations-2010 and G.O.Ms.No.14, Higher Education (UE.II) Department, dated 20/02/2010.
14. Candidates should bring all original certificates and testimonials if any at the time of interview. If original certificates are not produced for verification, the candidate will not be allowed to face the Selection Committee.
15. The University reserves the right to fill or not to fill the posts advertised for any reason.
16. The candidates selected for these posts have to work in any of the constituent colleges located within the jurisdiction of this University.
17. The selected candidates will be posted at any constituent colleges of the University situated in Warangal and Kothagudem.
18. The candidates selected and posted in Colleges outside Warangal shall not have any right for transfer to the Constituent Colleges in Warangal even on promotion under Career Advancement Scheme.
19. It will be obligatory on the part of the candidates selected to serve in the University Colleges wherever he/she is posted and the University shall have its own discretion to transfer the teachers from one Constituent College to the other.
20. There is no upper age limit for any of the posts (Professor, Associate Professor, Assistant Professor).

21. Please write Name of the post applied for with subject and specialization (if any), reserved post or unreserved post, and applicant's name with full postal address on the back of the Demand Draft without fail.
22. Enclose good and clear copies (not originals) of certificates / publications / pre-prints / reprints etc., to the application as proof of each information (date of birth, qualifications, experience, publications, claim for API score etc.) furnished in the Application. Write 'Enclosure sl.no._____' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
23. All papers/complete set of the application (including the enclosures) shall be securely fastened with a strong thread at the left top portion properly.
24. Finally, after attending to the requirements as mentioned above, send the application in a good envelope (please write on the top left side of the envelope the name of the post with subject & specialisation, if any, SC/ST/BC/PH/General, etc.) to the Registrar, Kakatiya University, Warangal-506 009 (A.P.), India.

In case, the applicant is in service and delay is expected in getting the endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit ADVANCE COPY of the application, with all enclosures, to the address given above directly (with or without employer's endorsement on the Advance Copy). In such case, the Demand Draft towards registration fee should be enclosed to the Advance Copy. A photocopy of the Demand Draft must be enclosed to the original application being sent through proper channel/employer.

25. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
26. The University may offer a lower post to a candidate, who may have applied for a higher post, in case suitable candidates are not available for the advertised post.
27. Call-letters to attend interview will be sent only to the eligible candidates by email or SMS or Speed-Post or Registered-Post or Courier Service. No correspondence will be made with applicants who are not called for interview.
28. Reservation for SC, ST, BC and PH candidates exist as per the Rosters being maintained by the University for various posts in accordance with the guidelines of the State Government. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mandal Revenue Officer/Equivalent Authority as proof to this effect, without which the applications will not be considered. In case, a candidate wants to claim benefits under the Disability category, proof to this effect in the form of a valid Disability Certificate must be enclosed to the application, without which the application will be rejected'.

If no copies of the above certificates are sent with the application, it is liable to be rejected for reserved positions and no appeal against its rejection will be entertained.

- 29.** Experience and qualifications will be reckoned as on the last date of receipt of applications by the University. Good and clear photocopies of all certificates must be attached to the application.
- 30.** The University reserves the right to reject any application without assigning any reason thereof.
- 31.** Incomplete applications and applications received after the last date will be summarily rejected and no communication will be entertained in this regard.
- 32.** Canvassing in any form on behalf of any candidate will definitely disqualify such candidate.
- 33.** Applications incomplete in any respect will not receive any consideration at all. They will be summarily rejected. No correspondence will be entertained in this matter.
- 34.** The last date for receipt of filled-in applications by the University is 06/02/2013 (Wednesday) by 5.00 p.m.