

**SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE :: MULUGU (V&M) :: SIDDIPET DISTRICT-502279.**

ADVERTISEMENT No.: 2/IT/SKLTSHU/2022-23, Dt: 21-03-2023

Applications are invited for Young Professional (IT) to be hired purely on contractual basis for a period of 6 months at University Headquarters, Mulugu (V&M), Siddipet District (extendable for another 6 months) subject to requirement of the services of the YP (IT) in the organization and satisfactory performance of the candidate after evaluation by the Competent Authority.

I. **The number of YP (IT) position to be hired are One as detailed below.**

Position Code	Name of Position	No. of Posts	Qualifications	Emoluments perMonth
01	Young Professional (IT)	01	As per Annexure-I	Rs. 35,000/- (Consolidated)

II. **Educational Qualification and Experience** are mentioned at Annexure – 1. A copy of duly filled in said application form should be sent through email registrarskltshu@gmail.com **within the fifteen days (i.e. 04-04-2023) from the date of notification.** Original documents of the candidates appearing interview in-person will be verified on the date of interview.

III. **Age limit:** Minimum 21 years and maximum 45 years as on last date of submission of application i.e. 04-04-2023 through email with relaxation as per rules.

IV. **The date of interview** and venue will be communicated to the eligible candidates through eMail.

V. **Terms and conditions:**

1. The interview for the above position will be conducted in-person at pre-notified Scheduled date & time.
2. Only Indian citizens are eligible for appearing in the interview.
3. Age limit: Minimum 21 years and maximum 45 years as on last date of submission of application through email with relaxation as per rules.
4. Purely on contract basis initially for a period of Six Months (extendable for another Six Months) subject to requirement of the services of the YP in the organization and satisfactory performance of the candidate after evaluation by the Competent Authority.
5. The above position is purely contractual basis and subject to satisfactory performance. The selected candidates shall have no right / claim for regular appointment or absorption at SKLTSHU at any point of time.
6. No TA/DA and official accommodations will be paid / provided for appearing in the interview.
7. Only the candidates having essential qualification will only be considered for interview.
8. Candidates are requested to ensure their eligibility like age, qualification etc. before appearing for the interview.
9. Concealing of facts or canvassing in any form shall lead to cancellation of candidature or termination.
10. Person already in employment should submit “No Objection Certificate” from their present employer.
11. The eligible candidates appearing for interview are requested to send their duly filled scanned copy of Application Form affixing a passport size photograph on the top and declaration duly signed in the application form annexed with duly self-attested all supporting documents / certificates such as (Proof for age, Category Certificate, Educational Qualifications – Mark sheets & certificates from 10th class onwards, experience and research publication etc.) only through email to registrarskltshu@gmail.com **within the fifteen days (i.e. 04-04-2023) from the date of notification.**

12. Application should be submitted by the candidates in the prescribe Proforma only. The entire desired document should be attached in the sequence as given in check list and check list should be duly filled as per given table in the application form. Applications if not found in proper Proforma along with desired documents as per check list may likely to be rejected.
13. List of the candidates who are eligible for interview will be published on SKLTSHU website (www.skltsu.ac.in) and will also be informed through email. Candidates are requested to provide email and phone number in the application.
14. All eligible candidates are requested to be present 60 minutes before reporting time on the date of interview for necessary formalities and verification of documents.
15. Original documents of the candidates appearing interview in-person will be verified on the date of interview and if found incorrect document, his / her candidature will be cancelled.
16. Selected candidate(s) will be required to produce all original documents at the time of joining for verification purpose.
17. The selected candidate will be required to produce medical and character antecedent certificates at the time of joining.
18. The University reserves the right to cancel / postpone the interview without assigning any reason thereof.
19. The decision of the Competent Authority will be final and binding on all aspects.
20. The Competent Authority shall also reserve the right to terminate the contract of job as mentioned above, even before the completion of the contract period for which no appeal thereof shall be made.

Sd/-
REGISTRAR

APPLICATION FORM

AFFIX
RECENT
PASSPORT SIZE
SIGNED
PHOTOGRAPH

Name of the Position: YP (IT) (Please see in Annexue-I)

Position code: 01 (Please see in Annexue-I)

1. Name of the Candidates (Block letters):

2. Father's / Husband Name:

3. Sex : Male Female Transgender

4. Date of Birth (Please attach documentary proof):

5. Age as on date of Notification: Year Month Days

6. Marital Status:

7. Permanent address:

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8. Correspondence address:

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9. E-mail Id: Mobile: WhatsApp No:

(Optional)

10. Whether SC/ST/OBC/GEN (Documentary evidence to be attached):

11. Nationality:

12. Educational Qualification: - (Please attach photocopy of related certificate) starting from Matriculation/10th & onwards:

S. No.	Name of the Examination Passed	Subjects	Name of Board /University	Year of Passing	% of Marks

13. Details of national level exam passed (Documentary evidence to be attached):

14. Experience (particulars of all previous and present employment) if any: - (Please attach documentary proof)

Sr. No.	Name of the Organization	Post/ position held	Period (from & up to)	Emoluments	Remarks

15. Detail of Publications:

16. Any other Information:

DECLARATION

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. I also declare that

- (i) I have never been punished or debarred from government (Central / State) autonomous Organizations and ICAR service;
- (ii) I have not been convicted by a court of law for any offence.
- (iii) In the event of any information being found false / incorrect/ ineligibility being detected at any time before or after selection, action may be taken against me and I shall be bound by the decision of the employer.
- (iv) I further declare that I have read the Advt. carefully and I declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for the contractual engagement.

Date:
Place:

Signature of the applicant:
Name:

Check List of the documents for the position of YP as per advertisement:

S. No.	Documents required	Enclosed (Yes/No)
1.	Application form in given Proforma	
2.	Copy of 10th standard Marksheet cum Certificate	
3.	Copy of 12th standard Marksheet cum Certificate	
4.	Copy of Mark sheet of Graduation	
5.	Copy of Degree Certificate/Provisional Degree Certificate of Graduation	
6.	Copy of Mark sheet of Post-Graduation	
7.	Copy of Degree Certificate/Provisional Degree Certificate of Post-Graduation	
8.	Desirable Qualification, if any -Please Specify	
9.	Copy of Experience Certificate (s) - (if applicable)	
10.	Copy of Proof of Date of Birth	
11.	Any other (Please Specify)	

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Annexure-I

Subject: Qualification of Young Professional (IT) at SKLTSHU Hqrs.

Job Profile and Qualification etc. for hiring of One Young Professional (IT) at SKLTSHU HQ and Institutes and monitoring of progress from time to time in order to strive for achieving the set target.

Position Code	Item/Position	Job Profile	Educational Qualification and Experience
01.	One YP-II (IT)	<ul style="list-style-type: none"> ➤ To provide day to day support for resolving issues of Network etc. at SKLTSHU. ➤ To provide action plan for implementation of e-office at SKLTSHU Hqrs and institutes of SKLTSHU. ➤ Assisting in making necessary changes in the transfer and posting module of the e-Office on inter-institutional and intra-institutional transfer. ➤ Assisting in management of Master Data Management module of eOffice Portal ➤ Managing Leave Management System includes updation of workflow, leave balance etc. ➤ Creating e-Office account of transferred employee(s) whose eOffice account does not exist by collecting information. ➤ Trouble shooting day to day problems in using e-Office which includes eFile, eLeave, KMS etc. ➤ Maintaining of University Website and other social sites of University. ➤ To resolve issues related to Network, IT etc SKLTSHU Hqrs. 	<p><u>Education Qualification: -</u></p> <ul style="list-style-type: none"> ➤ Graduates with at least 60% marks in Computer Application/ Information Technology/Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics with one-year experience in relevant field. <p align="center">OR</p> <ul style="list-style-type: none"> ➤ Master's in computer application/ Information Technology/Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics. <p><u>Desirable:</u></p> <p>Experience in one or more of the following:</p> <ul style="list-style-type: none"> ➤ Web-Site, Portals development & management with ASP.NET, Java, PHP, Oracle, MySQL, MSSQL, HTML5, Bootstrap, ➤ Designing tools such as Photoshop, and Corel Draw etc. based application development. ➤ Mobile application development and maintenance for Android phones, Window Mobile, iPhone, etc.

