



**VIKRAMA SIMHAPURI UNIVERSITY**  
**NELLORE- 524 324**

**SC / ST BACKLOG RECRUITMENT 2022**

NOTIFICATION NO. E1/ NT-ESTT./ BACKLOG/ FN-16/2022, DATED.29.11.2022

Applications are invited in the prescribed form for the following Backlog Non-Teaching posts recruitment. The last date has been extended for receiving the applications for the above posts up to 07.01.2023. The prescribed application form with prospectus shall be downloaded from the University website: [www.vsu.ac.in](http://www.vsu.ac.in). Registration fee of Rs 1000/- (Rupees one thousand only) for each post should be paid through online only in S.B.I Account No. 39656911599, IFSC: SBIN0061280, VSU Campus, Kakatur, SPSR Nellore District. The filled in applications along with online payment confirmation page should reach the undersigned on or before 07.01.2023 by 5 PM.

Sl.No	Category	Posts Reserved for		Qualifications
		SC	ST	
1	<b>Superintendent</b> <b><u>Scale:Rs.44570 - 127480</u></b>	SC(W)	---	<b>(i) Academic Qualifications</b> Graduate with Type Writing Higher Grade & knowledge of Operating Computers. <b>(ii) Experience &amp; Skills:</b> Minimum six years of experience in Lower Cadres i.e., including Senior Assistant and Junior Assistant/ Steno work, passing of Account Test Part I(08), II(10).
2	<b>Senior Assistant</b> <b><u>Scale:Rs.34580 -107210</u></b>	SC(W)	ST(W)	<b>(i) Academic Qualifications</b> Graduate with Type Writing Higher Grade & knowledge of Operating Computers. <b>(ii) Experience &amp; Skills:</b> Minimum three years of experience in Lower Cadres i.e., Junior Assistant/ Steno work passing of Account Test Part I(08), II(10).

**Note:** A Separate Application for each post must be submitted

**Method of Recruitment: SC & ST Categories:-**Basis of marks obtained in the qualifying academic examinations passed by the candidates by waiving written examinations shall be considered for short listing for personnel interaction.

In case of internal candidate working in the University on the regular scale of pay in that of Junior Assistant, Senior Assistant and Superintendent should submit their applications with certified copies of Date of Birth, Qualifications (along with marks list), community certificate etc., duly attested in the format prescribed through proper channel should reach the Registrar, VSU, Nellore.

**Enclose Attested Photo Copies of :**

- Marks memos, Original Degree/Provisional Certificate of the Qualifying Examination prescribed for the post
- Date of Birth Certificate issued by the competent authority
- Latest Caste Certificate for SC/ST applicants.
- Enclose Registration Fee online payment confirmation receipt Rs.1000/- (for each post separately) along with application.

**Sd/- REGISTRAR**

**Note:-**

1. The applicants are required to go through the prospectus, general information for the recruitment of non-teaching staff & eligibility criteria before applying.
2. The applicant must compulsorily fill-up all relevant columns of application and submit the same along with online payment confirmation receipt for Rs.1000/- (rupees one thousand only).
3. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application
4. The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education BUREAU / IGNOU.

## PROSPECTUS AND GENERAL INFORMATION

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 during the personal interaction.
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.
8. Every successful candidate will be informed of the result of her application in due course after approval by the competent authority and any interim enquiries about the result will not be entertained.
9. 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.
10. The candidates will have to present themselves for personal interaction with their own expenses, if called for.
11. In addition to Professional skills the candidates should have ability to communicate clearly and effectively and ability to analyze and discuss.
12. Candidate should bring all the original certificates, and testimonials enclosed application at the time of personal interaction.
13. **Caste & Community: Latest** Community Certificate issued by the competent authority in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 should be submitted at the time of Personal Interaction.
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 UNIVERSITY, NELLORE AP, India-524324, by Registered Post with Ack. due / Speed Post so as to reach his office on or before **07.01.2023** in a cover super scribed “Application for the Post of \_\_\_\_\_”.The University is not responsible for postal delays.
16. There is no provision for the sale of applications at the University or elsewhere. Applications have to be downloaded from the University website [www.vsu.ac.in](http://www.vsu.ac.in) only.
17. **SCALE OF PAY:** As per A.P. PRC, 2022 Scales applicable to the V.S. University, Nellore for the relevant posts

Sd/- REGISTRAR  
Vikrama Simhapuri University  
Nellore

**Check List:**

1. Proof of date of birth:
2. Latest 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.
7. Online payment confirmation Receipt towards the Registration Fee:

**VIKRAMA SIMHAPURI UNIVERSITY**  
**NELLORE, A.P- 524324**

**BACKLOG RECRUITMENT OF NON-TEACHING STAFF**

Affix Recent  
Photograph

Advertisement No.

Post Applied for:

Details of Online Payment:

Amount	Online Payment Receipt 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

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Age: (Y/M)

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

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

5. (a) Permanent Address

(b) Address for Communication

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

6. Reservation Category, to which he / she belongs (put ✓ mark in the box), (enclose an attested copy of the latest Caste Certificate issued by the competent authority).

SC (W)	ST (W)

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 State-RPS -2022 / Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total

\*The downloaded and duly filled in application need to be sent by registered by enclosing a Online payment confirmation Receipt for Rs.1000/- along with self addressed envelops to the Registrar, Vikrama Simhapuri University, 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

c) Account Test Part I(08), II(10). :

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 enclosed

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: