



**EDUCATIONAL MULTIMEDIA RESEARCH CENTRE
OSMANIA UNIVERSITY, HYDERABAD- 500 007.**

Advt. No. 1/2017

Date : 24- 01 -2017.

Osmania University invites applications from the eligible candidates for the following posts at Educational Multimedia Research Centre (EMRC), OU. The Centre is one of the 17 Media Centres established by the UGC in premier institutions of the Country to produce Educational Video Programmes for “Doordarshan” and UGC’s “Vyas Higher Educational Channel” and also to produce e-content for e-learning. The applications in the prescribed form together with a Registration fee of Rs. 500/- payable through Demand Draft only in favour of the Registrar, Osmania University, Hyderabad-500 007 (TS) payable at Hyderabad shall be submitted so as to reach the undersigned on or before 18.02.2017.

This advertisement cancels the earlier advertisement No. 1/2010 dt.24.04.2010 and that the candidates who had applied in response to the advertisement have to apply afresh, in case they fulfill the conditions prescribed in the present advertisement.

Sl. No.	Name of the post	No. of posts	Reservation
1	Producer-I Rs.15600-39100 +GP 5400 (6 th CPC)	2	BC-A (W) OC
2	Engineer Grade-I Rs.15600-39100 +GP 5400 (6 th CPC)	1	OC
3	Camera Person Rs.9300-34800 + GP 4600 (6 th CPC)	2	SC (W) OC
4	Production Assistant Rs.9300-34800 + GP 4200 (6 th CPC)	1	BC-A(W)
5	Technician Rs.5200-20200 + GP 2400 (6 th CPC)	2	SC(W) (backlog) OC
6	Personal Assistant Rs.28940-78910 (TS RSP'2015)	1	OC
7	Clerk (LDC) / Junior Assistant Rs.16400-49870 (TS RSP'2015)	1	OC
8	Driver-cum-Helper Rs.15460-47330(TS RSP'2015)	1	OC

Age limit:- 44 years as on the last date of receipt of applications.

As per G.O. Ms. No. 329 GA(Ser.A) Dept., Dt. 27.07.2015 & G.O. Ms. No. 264 GA (Ser.A) Dept., dt. 26.07.2016 the upper age limit is raised by 10 years, i.e., from 34 years to 44 years.

Contd..2.

- i) Age limit does not apply to the employees of Osmania University / Educational Multimedia Research Centre, OU.”
- ii) Relaxation to the extent of five years shall be granted to the candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes.

Details regarding requisite qualifications, experience etc., and application form can be downloaded from the following websites:

[http:// www.osmania.ac.in](http://www.osmania.ac.in)
<http://emrcou.org.in>

The filled in applications shall be submitted to the Registrar, Administrative Building, OU.

Applications received after the prescribed last date will not be entertained

The University is not responsible for any postal delay.

Sd/-

REGISTRAR



**OSMANIA UNIVERSITY
HYDERABAD – 500 007.**

INFORMATION BROCHURE

Advt. No. 1/2017

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I. TECHNICAL POSTS

Sl. No.	Name of the post	No. of posts	Reservation	Pay Scale	Educational Qualification & Experience.
1.	Producer-I	2	BC-A (W) OC	Rs.15600-39100 + GP. 5400 (6 th CPC)	Master’s Degree in any subject or Bachelor’s Degree in Engineering with three years experience in video production or direction preferably in Educational TV <u>OR</u> PG Diploma in direction from FTII or equivalent qualification <u>OR</u> Master in Communication and two years experience in video production preferably in Educational TV.
2.	Engineer Grade-I	1	OC	Rs.15600-39100+GP 5400 (6 th CPC)	B.E. in Electronics or Telecommunication with two years experience in relevant field preferable in operation and maintenance of video broadcast qualify production equipment.

Contd..2.

3.	Camera Person	2	SC (W) OC	Rs.9300-34800 + GP 4600 (6 th CPC)	H.S.C. (12 th) and Diploma in Video Production/Cinematography from a recognized Institute. <u>OR</u> H.S.C. with three years experience in broadcast quality video camera work.
4.	Production Assistant	1	BC-A(W)	Rs.9300-34800 + GP 4200 (6 th CPC)	Master's degree in any subject <u>OR</u> Bachelor's degree in Engineering with One year experience in video production <u>OR</u> Master in Communication or equivalent degree with specialization in production.
5.	Technician	2	SC(W) (backlog) OC	Rs.5200-20200 + GP 2400 (6 th CPC)	S.S.C. (10 th) with ITI or equivalent certificate in video/audio/electronics/electrician trade/Air conditioning and two years experience in relevant field.

II ADMINISTRATIVE POSTS

Sl.No.	Name of the post	No. of posts	Reservation	Pay Scale	Educational Qualification & Experience.
1.	Personal Assistant	1	OC	Rs.28940-78910 (TS RSP'2015)	Graduate with English shorthand speed of 100 WPM and typing speed of 45 WPM and five years experience as a Stenographer. <u>Desirable:</u> Experience in handling modern office equipment and word processing on computer

Sl.No.	Name of the post	No. of posts	Reservation	Pay Scale	Educational Qualification & Experience.
2.	Clerk (LDC) / Junior Assistant	1	OC	Rs.16400-49870 (TS RSP '2015)	HSC (12 th) with two years experience in office work. Desirable: Working knowledge of typing and experience in use of computer for data entry and word processing.
3.	Driver-cum-Helper	1	OC	Rs.15460-47330 (TS RSP' 2015)	S.S.C. (10 th) with valid license to drive public medium heavy vehicle and three years experience.

Age limit:- 44 years as on the last date of receipt of applications

As per G.O. Ms. No. 329 GA(Ser.A) Dept., Dated 27.07.2015 & G.O. Ms. No. 264 GA (Ser.A) Dept., dated.26.07.2016 the upper age limit is raised by 10 years i.e., from 34 years to 44 years.

- i) Age limit does not apply to the employees of Osmania University / Educational Multimedia Research Centre, OU.”
- ii) Relaxation to the extent of five years shall be granted to the candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes.

The process of selection involve test of knowledge, skill, aptitude and attitude necessary for the team work.

Application forms can be downloaded from the following websites:

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REGISTRAR

OSMANIA UNIVERSITY

HYDERABAD - 500 007

(FOR MINISTERIAL TECHNICAL AND OTHER SUBORDINATE POSTS)
Note: - This form shall be filled in by the Candidate in his own handwriting.

Application Form the Post of

..... Grade

Office / College

1	Name in Full (In Block Letters)	
2	Address	
3	Father's Name Address Occupation	
4	Date of Birth	
5	Place of Birth Taluk and District	
6	State whether you are a Domicile of Telangana, if so, enclose a True Copy of the Certificate in support of it	
6	(a) State whether you are a Scheduled Caste or Scheduled Tribe (In case of affirmative enclose Copies of Certificates)	
7	State whether you are married, and if so. *(a) Whether you have more than one wife living (this is applicable to male candidates) *(b) Whether you are married to a person who has one or more than one wife living (this is only applicable to women Candidates)	
	The Mother-tongue and the additional languages which you know; state whether you can only speak the language or can read and write it also.	

9. Name of the Institutions where you were educated

A - Primary, Secondary and High School

School	District	Date of Joining	Date of leaving
i.			
ii.			
iii.			
iv.			
v.			
vi.			

*Score off the Item which is not applicable.

B- Colleges and Universities

Name of the University	Name of the College	Date of Joining	Date of leaving
i.			
ii.			
iii.			
iv.			
v.			
vi.			

10. Particulars of Examinations passed and Degrees and Technical Qualifications obtained or any other Equivalent Examination Taken:

Examinations and Degrees or Diplomas	Name of University or Board	Class or Division	Subjects taken	Year of Passing
i. Matriculation				
ii. Intermediate or P.U.C.				
iii. B.A. or B.Com. or B.Sc.				
iv. M.A. or M.Com. or M.Sc				
v. Other Examinations				

11. Particulars of Merit Scholarships, Medals, Prizes and other Awards

12. Particulars of Extra-Curricular Activities, Games and Sports, etc.

Names and designations of three persons from whom testimonials have been obtained. Applicant should send only attested copies of the testimonials, which will not be returned.

1. _____
2. _____
3. _____

14. State how you have been engaged from the time you have last completed your studies. If employed for any period or periods give duration and other particulars of employment, grade, salary and allowances etc.

Note:- The information furnished should cover the entire period from the date of leaving the school or college you studied last.

15. To be filled in by candidate who belong to Scheduled Caste/Scheduled Tribe/ Backward Class

1. Do you belong to

(a) Scheduled Caste ...

(b) Scheduled Tribe

(c) Backward Class

(a) _____

(b) _____

(c) _____

2. Mention the group and Sub-Caste (with Serial No.) to which you belong.

Note:- Candidates belonging to Scheduled Caste/ Scheduled Tribe / Backward Classes are required to submit a Caste Certificate duly signed by Competent Authority along with the Application Form.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the Statements made in this Application are true to the best of my knowledge.

Dated

Signature of the Applicant

ENDORSEMENT OF THE EMPLOYER

(The Head of a Department or Office) for persons who are employed)

This is to certify that Shri/Shrimati/Kumari. _____
_____ holds a permanent/temporary/officiating appointment in this Office/
Department/Institution. The Period of his/her service is _____ and he/she is drawing
Rs. _____ per month in the grade of _____.

His/Her character as far as it is known to me is good and his/her work in this office suggests that he/she would
be suitable for appointment if he/she is selected for the post.

Signature

Dated

Designation.

Please affix your photograph
here duly signed by a
Gazetted Officer (either State
or University). The form
without the photograph will be
rejected.