



POPULATION RESEARCH CENTRE

(Established by the Ministry of Health & Family Welfare, Govt., of India, New Delhi)

ANDHRA UNIVERSITY, VISAKHAPATNAM – 530 003

NAAC-Accredited “A⁺⁺” Grade with a CGPA of 3.74 out of four point scale

“ISO 9001 :2015 Certified

Applications in the prescribed format are invited from the eligible Indian Citizens for the following post in the Population Research Centre, Andhra University, Visakhapatnam.

Name of the Post : LDC/TYPIST
No. of Posts : 01 - UR
Nature of Post : Purely Contractual (initially for a period of one year and may be extendable not exceeding three years)

Monthly Consolidated pay : Rs. 37,747/- (Fixed)

QUALIFICATIONS:

Sl. No.	Name of the Post	Qualification
1.	LDC/Typist	Must hold a Bachelors Degree of any University in India established or incorporated by or under a Central Act by the University of Grants Commissions.

- Mode of Selection:** (i) Eligible candidate has to be qualify Computer Proficiency Test for 100 marks with a duration of 60 minutes on Computer basic knowledge and test will be conducted by Andhra University (Computer Proficiency Test (CPT) is qualifying test only).
Computer Proficiency Test syllabus attached
- (ii) Final selection is based on performance in Interview for those who are qualified Computer Proficiency Test only.

AGE:

- Minimum age : 18
- Maximum Age : 42
- Candidates belonging to SC/ST/BC/EWS will get a relaxation of 5 years and candidates belonging to PWD and Ex-Serviceman will get a relaxation of 10 years.

IMPORTANT:

- The engagement of LDC/Typist is purely on a contractual basis and initially for a period of one year. If the performance of the employee is satisfactory and there is a need to keep the post filled after the said period of one year, the same employee may be engaged on fresh contract for further period of one year (subject to the total period of engagement not exceeding 3 years).
- The University/Population Research Centre (PRC) has no liability for either regularising the service rendered or offer regular appointment in the PRC.
- The engagement will not bestow any right, whatsoever, on the person to be considered for regular employment and 'this contract can be terminated by either party, without assigning any reason thereof, by giving one month's notice'.


TERMS & CONDITIONS:

- I **Application form** : Prescribed application form, the details of qualifications & other are available in the University website - <https://www.andhrauniversity.edu.in> and <https://www.mohfw.gov.in>. The candidates may download the application form (Application format for contractual post) from the above websites Application in any other form will not be accepted.
- II **Application fee & last date** : Candidates will be required to pay an amount of Rs. 500/- (OC/OBC) & Rs. 250/- (SC/ST/PWD) through ONLINE PAYMENT to the Registrar, Andhra University, Account No. 10428603374, IFSC Code No. SBIN0000772, State Bank of India, AU Campus, as an application fee for the post. Completed applications in the prescribed form along with necessary enclosures must reach "The Registrar, Central Administrative Office, Andhra University, Visakhapatnam-530003" on or before 26.11.2024 at 5.00 PM. Two (2) copies of application forms with all testimonials are needed to be submitted along with fee payment challan. The envelope containing the application form must indicate the name of the post & advertisement No. AV(2)/PRC/61167/2024.
- III Those who are in employment should submit their applications through proper channel or must submit a No-objection Certificate from the employer.
- IV Self-attested copies of Mark-sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete applications or applications without relevant enclosures will be out rightly rejected.
- V The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
- VI The University will not be responsible for late/non receipt of call letters for the test / interview due to postal delay.
- VII Candidates if found indulging in canvassing in any form will be disqualified.

- VIII Candidates will have to appear before the Selection Committee for an interview at their own cost when called for. Mere fulfilment of academic qualifications will not entitle a candidate to be called for interview. In case of large number of applicants against one post, the university reserves the right for short listing of applicants to be called for Computer Proficiency Test (CPT) and interview, even if eligible and shortlisted.
- IX The University reserves the right to revise/reschedule/cancel/withdraw the recruitment process with assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

Date: 18-11-2024

Place: VISAKHAPATNAM



(E.N.DHANAMJAYA RAO)
REGISTRAR

REGISTRAR
ANDHRA UNIVERSITY
VISAKHAPATNAM-530 003