



**PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE : RAJENDRANAGAR : HYDERABAD – 500030**

ADVT. No.03/OP/A2/2024

DATED:23-10-2024

GENERAL INSTRUCTIONS

1. The application should be submitted in the prescribed proforma (only) along with relevant proofs serially numbered with index without any ambiguity.
2. The applicant who wish to apply for more than one post should submit separate application forms.
3. Every application should be accompanied by the Demand Draft (DD) for Rs.5,000/- (Rs.2,500/- for SC and ST applicants only) towards application fee drawn in favour of **COMPTROLLER, PJTAU** of any nationalized bank payable at Rajendranagar, Hyderabad.
4. Every application form should be accompanied by supporting proofs. All the original documents should be brought at the time of interview.
5. For reckoning the required experience for the post, the experience in the concerned subject or discipline in Teaching, Extension, Research and Library Service shall only be considered as relevant experience.
6. While filling up of the application :
 - i) Under items No.18 & 19 (Details of qualifications) the period of studies should be indicated clearly with date, month and year of joining and completing studies. If any applicant did his/her Ph.D by research (only), it should be clearly indicated.
 - ii) Under item No. 20 (Employment record) the applicant should furnish the details of service rendered in different cadres i.e. date, month and year of appointment and scale of pay. The applicant should also indicate award of promotion through CAS / DIRECT. The period of study leave during the service should be indicated.
 - iii) Service rendered outside PJTAU, if any, should be clearly indicated duly certified by the competent authority.
7. Applicants working outside PJTAU should send their applications through proper channel so as to reach the University within the prescribed date. They should also submit the **Annexure-A** of the application form.
8. The in-service candidates of PJTAU should send the applications through the proper channel duly certified by concerned Heads of Station / College.

9. Applicants called for interview should appear at their own expenses.
10. The candidates appointed to the post of Dean of Agriculture, Dean of P.G. Studies, Dean of Agricultural Engineering & Technology, Dean of Community Science, Director of Research, Director of Extension and University Librarian shall hold the office for a period of **(5) five years** from the date of assumption of charge or till the date of retirement, whichever is earlier.
11. The candidates appointed to the post of Dean of Student Affairs shall hold office for a period of **(3) three years** from the date of assumption of the charge or till the date of retirement, whichever is earlier.
12. The candidates appointed will be governed by PJTAU (conditions of service) Regulations 1965 and such other conditions as may be prescribed by the University from time to time.
13. The applicant should clearly note that, the University will, in no case be responsible for non receipt of their applications or any delay in receipt thereof on any account. Applications received after the due date shall stand rejected.
14. The selection will be done by the Committee as per the applicable University Statutes for each of the positions.
15. The number of candidates to be called for interview shall not be more than 1:10 for each post.
16. The University reserves the right not to fill up all or any of the posts advertised, modify / revise any criteria related for selection.

Prescribed application form can be downloaded from the University website (**www.pjtsau.edu.in**). The complete application form along with the relevant proofs (5 sets) and Demand Draft (DD) should reach **THE JOINT REGISTRAR**, Professor Jayashankar Telangana Agricultural University, Administrative Office, Rajendranagar, Hyderabad – 500 030 **on or before 13th November, 2024 by 4.00PM.**

D.SHIVAJI
REGISTRAR