



**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. 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.
3. Every application form should be accompanied by supporting proofs. All the original documents should be brought at the time of interview.
4. For reckoning the required experience for the post, the experience in the concerned subject shall only be considered as relevant experience.
5. While filling up of the application :
  - i) Under items No.19 & 20 (Details of qualifications) the period of studies should be indicated clearly with date, month and year of joining and year of completion.
  - ii) Under item No. 21 (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.
  - iii) Service rendered outside PJTAU, if any, should be clearly indicated duly certified by the competent authority.
6. Applicants working outside PJTAU shall 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.
7. The in-service candidates of PJTAU shall send the applications through the proper channel duly certified by concerned Heads of Station / College.
8. Applicants called for interview shall appear at their own expenses.
9. The candidates appointed to the post of Registrar shall hold the office for a period of **(3) Three years** from the date of assumption of charge or till the date of retirement, whichever is earlier.

10. The age of superannuation for the candidates selected from Teaching stream will be 60 years and the UGC Scale of Pay shall be protected. In case of the candidate selected from Non-Teaching stream the age of superannuation is 61 years and the State Govt. Pay scales shall be protected.
11. 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.
12. The applicant should clearly note that, the University shall, in no case be held responsible for delay or non receipt of their application. Application received after the due date shall stand rejected.
13. The selection shall be done by the Committee as per the applicable University Statutes.
14. The number of candidates to be called for interview shall not be more than 1:10.
15. The University reserves the right not to fill up the post advertised, modify / revise any criteria related for selection.

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

D.SHIVAJI  
REGISTRAR