

07.07.2026

NOTIFICATION

Applications are invited for engagement to the following positions on contractual/outsourced basis for Sammakka Sarakka Central Tribal University (SSCTU), Mulugu, Telangana.

S. No.	Name of the Post	Number of Vacancies
1	System Analyst	1
2	Private Secretary to Vice-Chancellor	1

IMPORTANT INFORMATION

- **Date of Advertisement:** 07.07.2026
- **Closing Date for receipt of Online Application:** 15.07.2026 till 05:00 PM.
- **Mode of Receipt of Applications:** Through Google Form and Email (admin@ssctu.ac.in) only. The duly filled application form along with all supporting documents shall be uploaded through the prescribed Google Form and the same shall also be submitted through email to admin@ssctu.ac.in. Applications not submitted through both modes shall not be considered and are liable to be rejected without any further correspondence.
- **Download Application Form:** [Click here to Download Application Form](#)
- **Link for Online Application:** <https://forms.gle/zGhRM54zUDhqGra5A>
- **Duration of Appointment:** The engagement is initially for a period of one year which may be extended subject to satisfactory performance and approval of the Competent Authority. The engagement may be terminated even prior to the expiry of the period of one year in case of unsatisfactory performance/misconduct.
- **Nature of Appointment:** The appointment shall be on outsourced/contractual basis and purely temporary in nature.
- **Remuneration:** Negotiable based on qualifications and experience. However, the decision of the Competent Authority shall be final in this respect.
- **Age:** Preferably below 35 years as on the closing date of application.
- **Application Fee:** UR/OBC-NCL/EWS- Rs. 500/- payable through the QR Code provided in the notification.
- **Application Fee:** PwD/SC/ST/Women - 250/- payable through the QR Code provided in the notification.
- **Interview -** Interviews shall be conducted in offline mode. The venue for the interview shall be the University of Hyderabad, Hyderabad.

*The date, time and venue are tentative and shall be communicated separately to the shortlisted candidates through email.

Qualification Details

1. SYSTEM ANALYST

No. of Post – 1 (One)

Essential Qualification

- B.E./B.Tech. in Computer Science & Engineering / Information Technology / Electronics & Communication Engineering from a recognized University/Institution.
- Minimum three (03) years' experience in administration, implementation and management of SAMARTH ERP and its end-to-end processes, including Admissions, Academic Administration, Student Life Cycle Management, Establishment/Human Resource Management, Finance, Examination Management, Workflow Management and other University administration modules.

Desirable Qualifications

- Experience in programming languages such as C/C++/JAVA, database management systems including MySQL/ORACLE with PHP, and foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public Sector Undertaking (PSU), Government Organization or Private Organization.
- Professional certifications such as CCNA/CCNP, AWS/Azure/GCP Cloud Certifications, ITIL Foundation, Oracle/MySQL DBA Certifications, CEH/CISSP/CompTIA Security+.
- Experience in Higher Education IT environments, including Academic Portal Management, Learning Management Systems (LMS), LDAP/Active Directory and Digital Governance Platforms.
- Experience in website administration, server management, database administration and cloud-based services.
- Working knowledge of Data Science, Artificial Intelligence, Machine Learning or Big Data Analytics.
- Experience in e-Governance frameworks, NIC infrastructure and MeitY guidelines.
- Any additional qualification or certification relevant to Information Technology, Digital Governance or University ERP Systems.

Duties & Responsibilities

- Administration, configuration, management and user support of SAMARTH and its modules including Admissions, Academic Administration, Examination, Student Life Cycle Management, Establishment/Human Resource Management, Finance and Workflow Management.
- Maintenance, updating and technical administration of the University website and digital platforms.
- Server, database, network and digital infrastructure management.
- Coordination with NIC, SAMARTH, service providers and other technical agencies.
- Technical support for admissions, examinations, governance, academic and administrative activities of the University.
- Any other ICT-related duties assigned by the Competent Authority.

2. PRIVATE SECRETARY TO VICE-CHANCELLOR

No. of Post - 1 (One)

Essential Qualification

- Master's Degree in Mass Communication, Public Administration, Business Administration from a recognized University.
- Minimum three (03) years' experience in secretarial assistance, executive assistance, office administration, protocol, governance support, institutional coordination, or similar functions in Central/State Government Offices, Universities, Institutions of National Importance, Higher Educational Institutions, Autonomous Bodies, Public Sector Undertakings (PSUs), institutions recognized by UGC/AICTE, or any other reputed organization. Experience in the Office of the Vice-Chancellor, Director, Principal, Registrar, or equivalent authority shall be preferred.
- Proficiency in Computer Applications, MS Office, Google Workspace, e-Office, Digital Record Management, and Official Correspondence.

Desirable Qualifications

- Experience in handling Executive Council, Academic Council, Finance Committee, Building Committee, Board of Studies, Selection Committees, or other statutory bodies.
- Knowledge of University administration, UGC Regulations, Government procedures, and office practices.
- Experience in public relations, media outreach, social media communication, website content management, content development, report preparation, and event coordination.
- Knowledge of protocol matters and liaison with Government Departments, Ministries, UGC, and external agencies.
- Working knowledge of Government and Higher Education digital platforms and services such as SAMARTH, SSBT Portal, CPP Portal, Government e-Marketplace (GeM), NIC Services, PFMS, and other digital systems utilized by Central Government organizations, Central Universities, and autonomous institutions.

Duties & Responsibilities

- Managing the Secretariat of the Vice-Chancellor.
- Scheduling appointments, meetings, and official engagements.
- Coordination of Executive Council, Academic Council, Finance Committee, Building Committee, Board of Studies, Selection Committees, and other statutory bodies.
- Preparation and processing of agenda notes, minutes, action taken reports, office orders, reports, presentations, and official correspondence.
- Maintaining confidential records, files, and communications.
- Coordination with the Ministry of Education, UGC, Government Departments, autonomous institutions, and external stakeholders.
- Assisting in public relations, outreach activities, media communication, social media communication, and website content related to the Vice-Chancellor's Office.
- Organizing meetings, protocol arrangements, official visits, conferences, institutional events, and monitoring follow-up action on decisions taken by statutory bodies and committees.
- Any other duties assigned by the Vice-Chancellor/Competent Authority.

GENERAL INSTRUCTIONS

1. The engagement on the post shall be on contractual/outsourced basis. The selected candidate shall have no right to claim regularization, absorption, continuation, age relaxation, or any other benefit by virtue of such engagement.
2. The prescribed essential qualifications are the minimum and mere possession of the same shall not entitle a candidate to be called for interaction/interview.
3. Wherever the number of applications received in response to this advertisement is considerably more and it does not seem feasible to call all the candidates for interaction/interview, the University may, at its discretion, restrict the number of candidates to a reasonable limit @ 1:15 on the basis of merit in terms of qualifications and experience higher than the minimum prescribed for the post.
4. The process of selection may include interaction/written test/skill test/presentation, or any other assessment method as decided by the University.
5. The University shall process the applications entirely on the basis of the information and documents submitted by the candidates. Applicants shall be required to produce original documents and experience certificates at the time of interview/interaction.
6. Before applying, applicants are advised to carefully read the notification and ensure their eligibility.
7. The University reserves the right to modify, cancel, revise, reschedule, suspend, or withdraw the recruitment process, either in part or in full, without assigning any reason.
8. Duty timings may be staggered and shall be decided by the University.
9. The University reserves the right to increase or decrease the number of posts or withdraw the advertisement without assigning any reason.
10. Qualification and experience shall be reckoned as on the closing date of the advertisement.
11. Experience in SAMARTH, University administration, statutory bodies, digital governance, public relations, outreach activities, and related domains shall be given due weightage wherever applicable.
12. Canvassing in any form shall lead to disqualification and cancellation of candidature.
13. Incomplete applications, non-submission of supporting documents, suppression of material information, submission of false documents, or furnishing misleading information shall lead to rejection of candidature at any stage of the recruitment process.

14. The decision of the Competent Authority regarding eligibility, shortlisting, selection, remuneration, and all matters relating to the recruitment process shall be final and binding.
15. All communications regarding recruitment, including corrigenda/addenda, shall be communicated through the applicant's registered email address and/or uploaded on the University website. Applicants are advised to regularly visit the University website for updates.
16. The University may consider higher qualifications, relevant experience, and suitability while determining remuneration.
17. The selected candidates may be assigned any administrative, technical, academic, outreach, protocol, governance-related, or any other duties as decided by the Competent Authority from time to time.
18. No TA/DA shall be admissible for attending the interview, test, skill test, presentation, or interaction.
19. The University shall not provide accommodation and no HRA shall be admissible.
20. Proof of payment of the prescribed application fee shall be uploaded along with the Google Form submission, failing which the application shall be treated as incomplete and rejected.

Instructions for submission & Payment of Fee:

1. Click on the "Click Here to Download the Application Form" link provided in the notification to open the application form.
2. After opening the application form, click on the "File" tab located at the top-left corner of the screen.
3. From the available options, select "Download" and then choose "Microsoft Word (.docx)" to download the application form to your device.
4. Fill in all the required details in the application form carefully and completely.
5. Affix a recent passport-size photograph in the space provided in the application form and sign the form at the designated place.
6. Scan the duly filled-in and signed application form and keep it ready for submission along with all relevant supporting documents.
7. Scan the QR Code provided on the last page and pay the prescribed application fee.
8. Upload the payment receipt and the scanned application form along with the required documents through the Google Form link provided in the notification.

9. Send the duly filled-in application form, Curriculum Vitae (CV), and scanned copies of all relevant supporting documents to the designated email address mentioned in the notification.
10. Relevant supporting documents include mark sheets, degree certificates, experience certificates, professional certifications (if any), and valid SC/ST/OBC(NCL)/EWS/PwBD certificates (where applicable).
11. Submission **through both modes**, i.e., the Google Form and the designated email address, is mandatory. Applications submitted through only one mode shall be treated as incomplete and shall not be considered for further processing.
12. Candidates are advised to retain copies of the submitted application form and supporting documents for future reference.
13. Applications received after the prescribed last date and time **(15.07.2026)** shall not be considered under any circumstances.
14. The last date for submission of applications is **15th July, 2026**. The application portal/form shall automatically close on the last date and time prescribed, and no further extension shall be granted under any circumstances.

QR Code for payment:

