



KRISHNA UNIVERSITY

MACHILIPATNAM, A.P.

RECRUITMENT OF TEMPORARY NON-TEACHING STAFF ON FIXED HONORARIUM BASIS (FOR RETIRED/VOLUNTARY RETIRED PERSONS ONLY)

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Advertisement No.

TR/2026-27/Estt. KRU/04-03-2026/1

Post Applied for:

Details of Demand Draft:

Amount	D.D. No	Date	Name of the Bank

1. (a) Applicant's Name:
(in full & in caps)

(b) Father's Name:

(c) Mother's Name:

2. Date of Birth & Age (in completed years): DB
(As per SSC Marks list):

Age: (Y/M)

3. Place of Birth Place: _____ District: _____

4. (a) Nationality _____ (b) Religion _____ (c) Gender: Male / Female

(d) Aadhaar Number:

(e) Mobile Number:

(f) Phone Number:

(g) Email Address:

(h) Disability, if any:

5. (a) Address for Communication

(b) Permanent Address

Pin Code _____ Phone _____

Pin Code _____ Phone _____

Mobile: _____

e-mail _____

6. Reservation Category (if applicable), if any (put ✓ mark), (enclose an attested copy of the Caste Certificate issued by the competent authority).

SC	ST	BC- A	BC- B	BC- C	BC -D	PH /HH/VH	OC	Any other

7. (a) Position held at present after retirement, If any:

(b) Whether the Post is Contract/Honorary/Outsourcing/Temporary or Permanent/Aided/ Unaided and ratified by the respective University

8. Present monthly basic pay and Pay scale whether UGC/State-RPS -2006/Consolidated

Basic Pay	DP	DA	Other Allowances	Total

* The downloaded application need to be registered by enclosing a DD for Rs.500/- drawn in favour of the Registrar, Krishna University, Machilipatnam, payable at Machilipatnam.

9. Educational Qualifications:

Examination	Month & Year of Passing	Division	% of Marks	Name of the Board/University
Postgraduate				
Degree				
Intermediate/PUC				
S.S.C.				

b) Department Tests Passed, Technical and Other qualifications:

Examination and year	Subject	Division	% of marks obtained	Name of the Board/ University

10. a) Have you ever been convicted by Court of law?: if yes, please give details.

b) Have you ever been convicted and sentenced for imprisonment of an offence which in the opinion of the State Government involves moral turpitude and such conviction has not been reversed or he has not been granted full pardon in respect of such offence ?If yes, Please:

c) Do you have any past record of violation of human rights or child rights? If yes, Please explain:

d) Have you been removed or dismissed from service of the Central Government or State Government or a body or corporation owned or controlled by the Central Government or State Government?:

11. a) Administrative or other Experience Experience, if any:

Name of the Institution/ Organisation	Designation	Nature of post Temp./ Permanent	Nature of assignment	Period (give dates)	Length of experience	
					Years	Months

11. b) Training Programmes Attended/Organised, if any:

Name of the Institution/ Organisation	Designation	Subject	Organization	Remarks	Duration	
					Years	Months

12. Name and address of the present employer:

13. “No objection certificate” from the present employer if Applicable, working after retirement

14. Any relevant information the candidate would like to give in support of his/her candidature (enclose a separate sheet, if necessary):

15. Whether the applicant is presently holding any office Political party (If yes, specify the details of affiliation)?: Whether the applicant is willing to resign to the position which is currently held by him/her in the political party, if he/she is selected for Chairperson/Member/If any?:

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false, my candidature/ application/appointment, if any, is liable to be rejected/cancelled.

Date:

Signature of the Applicant

(CANDIDATES WHO ARE IN SERVICE AFTER RETIREMENT ONLY)
(Endorsement by the Head of the Institution)

Forwarded to the Registrar, Krishna University, Machilipatnam, Andhra Pradesh.

The applicant holds a permanent / temporary post in this institution.

I certify that all entries made in this application are correct according to his service book or records maintained in this office.

This Organization/Institution has no objection to the candidature of the applicant being considered for the post he/she applied for.

Signature of the forwarding officer
(with Seal & Address)

Place:

Date:

**GENERAL INFORMATION FOR THE RECRUITMENT OF NON-TEACHING STAFF
ON FIXED HONORARIUM BASIS
(FOR RETIRED/VOLUNTARY RETIRED PERSONS ONLY)**

Name of the posts to be mentioned:

1. The University reserves the right to reject any application without assigning any reason thereof.
2. The candidates should send the Xerox copies of all the certificates. Candidates, who are already in service after retirement, should submit their applications through proper channel only. They may, however, send an advance copy, but should produce a “No Objection Certificate” from the employer at the time of interview.
3. Latest passport-size photograph should be affixed in the space provided in the application form.
4. Incomplete applications and applications received after the last date will be summarily rejected and no communication will be entertained in this regard.
5. Those who wish to apply for more than one post should submit filled in applications separately for each post advertised along with the prescribed fee for each post.
6. Canvassing in any form will disqualify the candidate.
7. He/She must be prepared to undergo medical examination and satisfy medical authority, the University may prescribe.
8. Every successful candidate will be informed of the result of his/her application in due course after approval by the competent authority and any interim enquiries about the result will not be entertained.
9. A candidate who is found to have furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without any notice.
10. The candidates will have to present themselves for an interview, if called for, at the place mentioned at their own expenses. The selection process involves the assessment of professional skills, ability to communicate clearly and effectively and ability to analyze and discuss.
11. Candidate should bring all the original certificates, and testimonials if any, at the time of interview. Services will be utilized for a period of minimum 2 years for the selected candidate and utilized upto 70 years, whichever is earlier and also undertaking will be given for a minimum period of two years.
12. The University reserves the right to fill or not to fill any post(s) or any post(s) to make an appointment in a lower grade.
13. All the candidates are requested to note that they are strictly bound by the above mentioned conditions.
14. Filled in applications in all respects should be sent to the REGISTRAR, KRISHNA UNIVERISTY, MACHILIPATNAM, AP, India, by Registered Post / Speed Post with Acknowledgement due so as to reach his office on or before 21-03-2006, Saturday 4 PM in a cover super scribed “Application for the Post of _____”.

15. The University is not responsible for postal delay.
16. There is no provision for the sale of applications at the University or elsewhere. Applications have to be downloaded from the university website **www.kru.ac.in**
17. Hard copy of the applications by speed post in closed covers super scribed “Application for the post of _____” can also be submitted in the office of Registrar, Krishna University, Machilipatnam, AP on or before 4.00 PM on 21-03-2026 i.e. Saturday
18. Soft copy of the filled in application along with enclosures also email to the registrarku@gmail.com or registrar@kru.ac.in

ELIGIBILITY CRITERIA

Deputy Registrar:

- a) Any P.G. Degree from a recognized University.
- b) Experience as Asst. Registrar equivalent cadre for a minimum period of 3 years.
- c) Passing of Accounts Test Part-1 & Part-2
- d) Knowledge in operating of computers with certificate or diploma.

Assistant Registrar:

- a) Any P.G. Degree from a recognized University.
- b) Experience as Superintendent for a minimum period of 3 years from University or any educational institution / Government organization recognized.
- c) Passing of Accounts Test Part-1 & Part-2
- d) Knowledge in operating of computers with certificate or diploma.

Superintendent:

- a) Any Degree from a recognized Institution/University
- b) Experience as Senior Assistant or its equivalent cadre from a University or any educational institution / Government organization institution recognized.
- c) Passing of Accounts Test Part-1 & Part-II and experience in Computer based Accounts by using software is preferable
- d) Knowledge in operating of computers with certificate or diploma.

REGISTRAR

Check List:

1. Filled in Application form
2. Proof of date of birth
3. Caste Certificate issued by the Tahsildar / MRO (if applicable)
4. Attested copies of all Educational Qualifications
5. Previous Service / Experience Certificate issued by the Employer.
6. Attested Copy of Pass in the Accounts Test
7. No Objection Certificate Issued by the Employer, if application is not forwarded sent through the Employer
8. Brief Resume/CV
9. Demand Draft towards the Registration Fee